

TJNAF COVID-19 Workplace Safety Plan

Revision 7. September 1, 2021

TJNAF Resumption of On-Site Operations Plan

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Revision History

Revision	Date	Description of Change
0	May 13, 2020	Initial
1	June 1, 2020	<ul style="list-style-type: none"> (i) Added reference to Administrative Policy 205.12 to the accommodation process for high risk employees in Section 2.1 (page 5) (ii) Updated explanation of use of PHE leave in Section 2.1 (page 5-6) (iii) Updated Figure 3, Daily Worker Health Self-Certification Card (page 9) (iv) Added additional details to social distancing administrative controls in Section 2.2.7 (page 12) (v) Added additional details to additional engineered controls in Section 2.2.11 (page 14) (vi) Added Appendix B (vii) Added Appendix C
2	September 2, 2020	<ul style="list-style-type: none"> (i) Revised Figure 1 to show actual dates transitioning between Medcon levels (page 4) (ii) Revised Table 1 to remove confusion about approximate number of workers on-site and remote during each phase (page 4) (iii) Replaced Figure 3 with Revision 8 of the Daily Health Self-Certification Card (page 9) (iv) Expanded Section 2.2.3 to provide requirements for subcontractor and construction contractor access, to include (a) instruction for pre-job/bid visits and (b) a registration and badging process (page 10) (v) Revised PPE requirements in Section 2.2.7 (page 15) (vi) Guidelines for on-site dining were changed to eliminate the need to call orders in ahead of time

3	September 23, 2020	(i) Revised to extend use of PHE leave through 30 November 2020 where necessary.
4	February 11, 2021	<ul style="list-style-type: none"> (i) Revised Section 2.1 to reflect extension of use of PHE leave and new requirement for use on a case-by-case basis with additional approvals. (ii) Revised Section 2.2.5 regarding official business travel under MEDCON 5. (iii) Removed terms isolation and quarantine and replaced with medical restriction (iv) Removed the term cloth when referring to face coverings since some highly effective face coverings may be of other materials. (v) Revised Section 2.2.10 to reflect changes in in-person meeting controls for MEDCON 5. (vi) Revised Section 2.1 to reflect changes in Executive Orders from the Governor of Virginia and the Emergency Temporary Standard 16VAC25-220. (vii) Revised Appendix B to reflect authorization for up to 4 hours of administrative leave (per shot) to receive the COVID-19 vaccine effective February 10, 2021
5	April 15, 2021	<ul style="list-style-type: none"> (i) Title of document changed from “TJNAF Resumption of On-Site Operations Plan” to “TJNAF COVID-19 Workplace Safety Plan” (ii) Section 2.2.5 Official Travel was modified to align with current DOE guidance (iii) Section 2.2.6 Personal Travel was modified to align with recent CDC

		<p>travel changes and to require proof of vaccination for any employee who intends to avoid post-travel campus restriction based on vaccination status.</p> <p>(iv) Section 2.2.8 Occupancy Restrictions was modified to incorporate DOE guidance on 25% occupancy goal</p> <p>(v) Section 2.2.9 Face Coverings was modified to align with requirements in DOE’s COVID-19 Workplace Safety Plan</p> <p>(vi) Section 2.2.14 Identification of Those Potentially Infected & Contact Tracing was renamed and criteria for reporting COVID-19 cases to DOE added</p> <p>(vii) Section 2.2.15 Vaccinations was added</p> <p>(viii) Section 2.2.16 Deep Cleaning of Potentially Exposed Areas was changed to reflect the latest CDC guidance to not require sanitization when more than 3 days has elapsed</p> <p>(ix) Section 2.2.17 Ventilation and Air Filtration was added</p> <p>(x) Appendix A PEMP Performance-Critical Operations updated</p>
6	May 28, 2021	<p>(i) Modifications made throughout the document to align with the DOE COVID-19 Workplace Safety Plan dated 5/20/21. Major changes include;</p> <p>(ii) Section 2, Figure 1 updated to show transition to MEDCON 4 date</p> <p>(iii) Section 2.1 Table 1 updated to show maximum number of people on site and teleworking in MEDCON 4</p>

		<ul style="list-style-type: none"> (iv) Section 2.2, Table 2 updated to incorporate changes for face masks, social distancing and occupancy (v) Section 2.2.2 updated for access requirements for vaccinated USER's (vi) Section 2.2.3 updated for access requirements for vaccinated Subcontractors (vii) Section 2.2.4 updated for access requirements for vaccinated Students and Visitors (viii) Section 2.2.5 updated most recent guidance on official business travel from DOE (ix) Section 2.2.7 changed to allow elimination of social distancing for fully vaccinated people (x) Section 2.2.8 modified to eliminate occupancy requirements if local transmission rates are below high. (xi) Section 2.2.9 changed to allow not wearing face masks for fully vaccinated people (xii) Section 2.2.10 changed to allow in-person meetings for MEDCON 4 (xiii) Section 2.2.13 updated to include most recent guidance for on-site food (xiv) Section 2.2.5 updated with latest CDC and DOE guidance
7	September 1, 2021	<ul style="list-style-type: none"> (i) Updated document to reflect changes from DOE COVID-19 Workplace Safety Plan dated 8-20-21 (ii) Moved Vaccination section further up in document and renumbered remaining sections.

		<ul style="list-style-type: none"> <li data-bbox="922 191 1414 506">(iii) Section 2.2.2 Vaccinations modified significantly to incorporate new requirement that all Employees, Users, Sub-contractors and Visitors be vaccinated or tested prior to entry to site. <li data-bbox="922 506 1414 709">(iv) Section 2.2.3 Access for Users updated to reflect new requirements to be vaccinated or tested prior to entry on site. <li data-bbox="922 709 1414 989">(v) Section 2.2.4 Subcontractors and Construction Contractors updated to reflect new requirements to be vaccinated or tested prior to entry on site <li data-bbox="922 989 1414 1192">(vi) Section 2.2.5 Visitors updated to reflect new requirements to be vaccinated or tested prior to entry on site. <li data-bbox="922 1192 1414 1398">(vii) Section 2.2.10 Face Masks was updated to reflect that masks are required on-site regardless of vaccination status.
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1. Introduction and Planning Assumptions

This plan describes additional hazard controls necessary to perform on-site operations at the Thomas Jefferson National Accelerator Facility (TJNAF) while there is a significant risk of COVID-19¹ infection to the workforce.

These additional controls require significant adjustments to how we plan and conduct work at TJNAF. This plan includes direction to staff and supervisors to ensure consistent application across the organization in the performance of our responsibilities under the TJNAF Management and Operating (M&O) contract and direction from the Department of Energy (DOE).

This plan is in alignment with guidance set forth in the U.S. Department of Energy COVID-19 Workplace Safety Plan dated August 20, 2021. As the DOE plan is updated this plan will be adjusted.

This plan applies to all work at TJNAF including that performed by the prime contractor (Jefferson Science Associates [JSA] LLC), their subcontractors, facility Users, and technology transfer partners. The plan also applies to DOE personnel assigned to TJNAF and visitors to TJNAF. This plan does not apply to the Residence Facility managed by SURA or the Applied Research Center (ARC) owned by the City of Newport News Economic Development Agency and operated and maintained by JSA.

Full and immediate distribution of this document to all workers is authorized and encouraged.² Employee notification of hazards and hazard controls is achieved by completion of COVID-19 controls specific training (see Section 3 of this plan).

Release of this plan is not a substitute for direct engagement by all supervisors with their subordinates to coordinate individual implementation and resolve questions. Supervisors will consult with the COO to resolve ambiguities or contradictory direction. No provision of this plan supersedes the terms and conditions of either the TJNAF M&O contract or existing JSA subcontracts or agreements.

This plan supplements the TJNAF Worker Pandemic Protection and Response Plan of March 13, 2017. This supplemental plan is necessary to address the unique nature of the COVID-19 hazard and the expectation that an elevated health risk will continue for an extended period.

Both the TJNAF Worker Pandemic Protection and Response Plan and this supplementary plan are components of the TJNAF Worker Safety and Health Program.³

¹ Following the CDC precedent, the term COVID-19 is used to refer to the disease and SARS-CoV-2 to the virus that causes COVID-19.

² Public release requires coordination with the Jefferson Lab Communications Office and approval by DOE.

³ See TJNAF Worker Safety and Health Program Description, Revision 6.1, approved October 27, 2020.

The program is intended to provide a place of employment that is free from recognized hazards that are causing — or have the potential to cause — death or serious physical harm to workers, as required by the DOE Worker Safety and Health Program requirements of 10 CFR Part 851.

Unlike other workplace hazards, SARS-CoV-2 is ubiquitous and is a risk to workers whether they are off duty and off campus or at work. A high degree of personal responsibility by all workers is required to maintain a workplace where the infection risk is as low as reasonably achievable.

To this end, our hazard control approach seeks to do the following:

1. Reduce the likelihood that the virus enters the campus.
2. Reduce the exposure of workers to an unrecognized virus on campus.
3. Contain the spread of the virus once we recognize it has entered the campus.

The unique characteristics of SARS-CoV-2 make designing effective controls to achieve these objectives challenging. People carrying the virus may be unaware they are infected and may spread the virus for days before recognizing they are symptomatic and then self-isolating. Until there is a widely available, reliable, and rapid diagnostic test or we achieve widespread vaccination or immunity, all employees should assume anyone on campus is a possible carrier.

This aspect of the threat requires we limit site access, impose controls to keep people separated, require face coverings (if not vaccinated) when moving around the campus, and require the use of PPE where people must perform required work that does not allow them to be so separated (if not vaccinated).

We also recognize that undetected carriers may deposit the virus on surfaces that remain active transmission points for hours after deposition. This requires enhanced hand hygiene by all workers and robust regular sanitization of surfaces across the laboratory.

The hazard control measures described in this plan follow current best practices from public health authorities.⁴ The application of these hazard controls continues to evolve over time as the changing prevalence of SARS-CoV-2 and further information from public health authorities dictate. We will revise this plan as needed, and readers should always verify they have the latest version.

Please direct questions about this plan or suggested improvements to Michael W. Maier, Chief Operating Officer, at mmaier@jlab.org.

⁴ Interim Guidance for Businesses and Employers to Plan and Respond to Coronavirus Disease 2019 (COVID-19), accessible at <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

Phased Resumption of On-Site Operation

Figure 1 depicts the response of TJNAF to COVID-19, actions taken to date since, and our concept for resuming on-site operations.

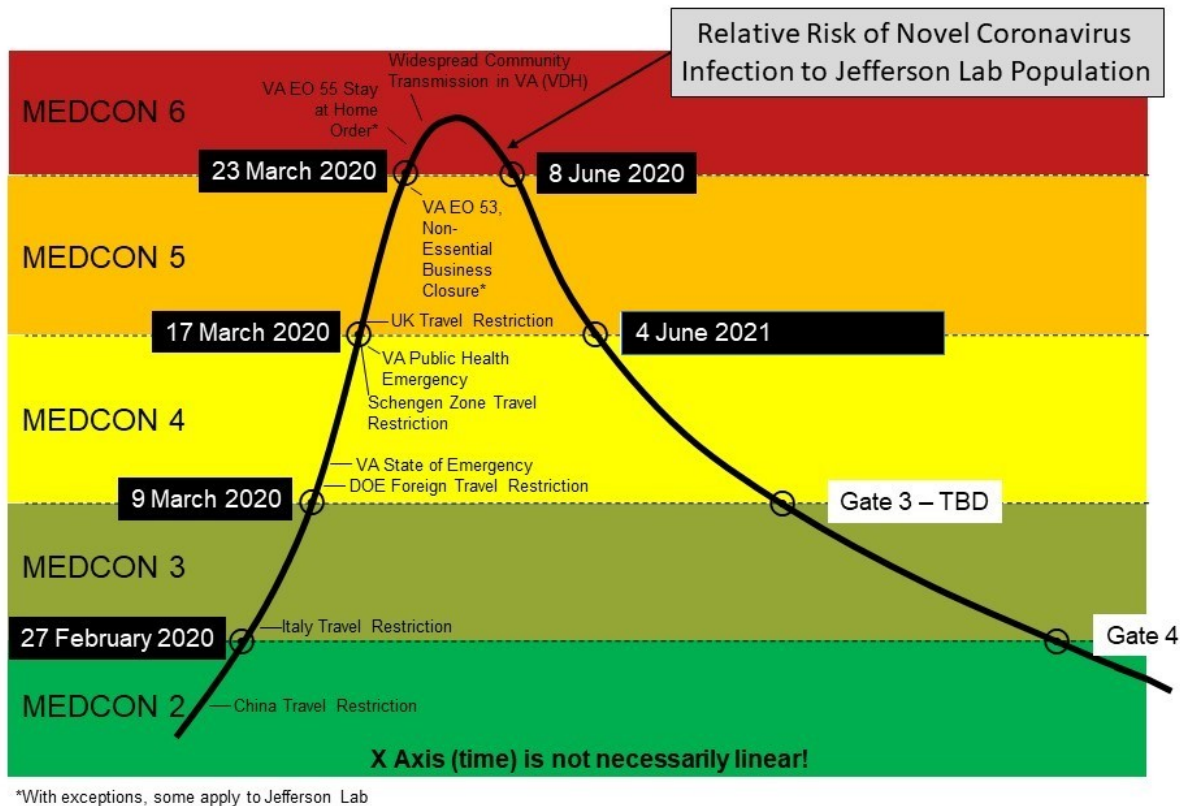


Figure 1. TJNAF response to COVID-19 and generalized resumption of operations concept.

We will resume on-site operations in phases by stepping back through the TJNAF Medical Condition (MEDCON) levels, with each level relaxing hazard controls consistent with reduction in the COVID-19 threat. Gating criteria described in the next section of this plan provide a framework for laboratory leadership to decide when to transition to a lower MEDCON level. The gating criteria described are not absolute — subject to modification as circumstances warrant — and all decisions will be coordinated with DOE.

This plan makes no assumptions about the duration of any phase; the transition to each phase is based on condition—not driven by schedule. The idealized model in Figure 1 shows a hypothetical decline in the relative risk of SARS-CoV-2 infection to the Jefferson Lab population. We recognize the infection risk may come and go in waves, requiring prolonged periods in an elevated MEDCON level, or the possibility of moving back to a higher MEDCON level and reinstating more rigorous hazard controls should the risk warrant.

TJNAF leadership will follow the lead of national and state authorities in deciding when we can safely move to a reduced MEDCON level and relax controls. The Virginia Forward Blueprint released by the Commonwealth of Virginia on May 8, 2020, is aligned with the national recovery phases originally outlined by the Centers for Disease Control and national leadership. The phase transitions are based on persistent declines in COVID-19 cases along with other factors, such as the capacity of the health care system to treat the sick.

1.1 Recovery Phases and Gating Criteria

Table 1 summarizes the planned recovery phases. Definition of the terms used in the table are found below.

Table 1. Summary of Planned Recovery Phases

	TJNAF Medical Condition Levels			
	MEDCON 6	MEDCON 5	MEDCON 4	MEDCON 3
DOE Phase Terminology	Safe Standby	Limited Operations	Normal Operations with Maximum Telework	Normal Operations
TJNAF On-Site Work Scope	Safe Standby	Performance-Critical Operations	Full Operations	Full Operations
• Approximate Number of On-Site Workers*	30	Up to 300	500	1000**
TJNAF Remote Work Scope	Maximum	Maximum	Expanded	Normal
• Approximate Number of Remote Workers*	690	420	350	0**
Public Health Emergency (PHE) Leave Authorized	Yes	Yes***	No	No

*Typical weekday. Actual number of on-site workers will vary depending on approved projects and tasks and whether staggered shifts are employed.

**To be adjusted once the Jefferson Lab Telework Policy is finalized, and we have a better understanding of how many employees will eventually be authorized regular telework.

***Only as authorized per prime contract clause H.3 clause, paragraph (a) (2).

TJNAF On-Site Work Scope

Safe Standby: On-site work limited to actions needed to preserve the lab's facility and scientific systems in a secure, safe, and stable configuration.

*Performance-Critical Operations*⁵: On-site work limited to that required to meet PEMP Notable Outcomes (see Appendix A), maintain essential business systems and functions, keep the campus and those working on it safe and secure, perform authorized facility construction, and pursue other tasks as approved by the Lab Director.

Full Operations: No limits other than those imposed by COVID-19 hazard controls (see Section 2.2).

Remote Work Scope

Maximum: All workers will work remotely unless authorized for on-site work to meet safe standby requirements.

Expanded: All workers who can work productively in a remote setting including those requiring accommodation due to higher risk of severe illness from COVID-19. See important notes below.

Normal: Workers may work remotely as provided under the Jefferson Lab Telework Policy (in development). See important notes below.

Important Note about Remote Work (i.e., Telework) – Employees should not assume the widespread use of telework during the COVID-19 pandemic emergency is an indefinite right or benefit and no action or expense to establish a permanent telework arrangement is authorized. Under the forthcoming JSA Telework Policy employees may, at a later date, be authorized for regular remote work but will be subject to requirements for routine on-campus attendance—and only employees with acceptable performance ratings may receive approval for regular remote work.

Important Note about Employees at Higher Risk of Severe Illness – Employees 65 years or older and those of any age having certain underlying medical conditions are at higher risk of severe illness if they contract COVID-19 (see your health care provider or refer to <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at->

⁵ This phase is specific to TJNAF and is not to be confused with the term mission essential, which DOE defines to be certain activities immediately essential to the national mission of the agency, and does not apply to TJNAF.

[higher-risk.html](#) for details). Employees who believe they are at higher risk of severe illness may request an accommodation to limit their exposure while continuing to perform their job either on-site or from home. See Administrative Policy 205.12 for procedures on requesting an accommodation.

Public Health Emergency Leave (PHE) Authorized

Yes: From March 17, 2020 through the end of authorization identified in JSA’s prime contract H.3 clause paragraph (a)(2), which is currently March 31, 2021, employees who are healthy but unable to work remotely due to COVID-19 will use PHE leave. PHE leave is only authorized for scheduled hours when the employee is unable to perform their normal duties, or other duties as may be assigned, from home. PHE leave may not be used when employees who could work from home encounter resource constraints (such as computer failures or loss of connectivity) or dependent care interruptions. Employees seeking to use PHE leave after December 11, 2020, shall obtain advanced approval from the HR Director and CFO. See Appendix B for detailed guidance on employee timekeeping during MEDCON conditions.

No: Use of PHE is not authorized. Employees unable to work either on-site or from home must use sick leave, vacation, or leave without pay (LWOP). See Appendix B for detailed guidance on employee timekeeping.

Effective July 27, 2020, the Commonwealth of Virginia Department of Labor and Industry adopted an emergency temporary standard for infectious disease prevention: SARS-CoV-2 Virus That Causes COVID-19 (19VAC25-220). While this standard does not apply to federal facilities, Jefferson Lab has reviewed the standard and confirmed that our controls meet or exceed the Commonwealth standard.

1.2 COVID-19 Hazard Controls

Table 2 summarizes the COVID-19 specific hazard controls applied in each recovery phase. Definition of the terms used in the table immediately follow the table and may include details specific to each MEDCON level.

Table 2. COVID-19 Specific Hazard Controls in Each Recovery Phase

Objective	COVID-19 Hazard Control	Recovery MEDCON Level			
		MEDCON 6	MEDCON 5	MEDCON 4	MEDCON 3
Reduce likelihood of virus entering campus	Daily Worker Health Self-Certification	Required	Required	Required	Required
	User Access	None	Invitation Only	Limited	Limited
	Subcontractor and Construction Contractor Access	Limited	Limited	Limited	Limited
	Visitor and Student Access	None	None	Limited	Limited
	Official Business Travel	None	None	Limited	Limited

Objective	COVID-19 Hazard Control	Recovery MEDCON Level			
		MEDCON 6	MEDCON 5	MEDCON 4	MEDCON 3
	Personal Travel	Medical Restrictions May Apply	Medical Restrictions May Apply	Medical Restrictions May Apply	Medical Restrictions May Apply
Reduce worker exposure to an unrecognized virus on campus	Social Distancing	Required	Required	Required*	Not Required
	Capacity Restrictions	Required	Required	Not Required	Not Required
	Face Covering	Required	Required	Required*	Not Required
	In-person Meetings	None	None (with limited exceptions)	Allowable with restrictions	Open
	Enhanced Sanitation	High	High	Moderate	Discontinued
	Availability of Cleaning Supplies	Required	Required	Required	Required
	On-site Food Service	None	Limited	Limited	Limited
Contain the virus once recognized on campus	Medical Restriction of Those Potentially Infected	Required	Required	Required	Required
	Deep Cleaning of Potentially Exposed Areas	Required	Required	Required	Required

*Regardless of vaccination status

2.2.1 Daily Worker Health Self-Certification

Given that workers and visitors are the exclusive vector for bringing the virus onto the TJNAF campus, the single most important control is to keep those who may be infected from entering the facility and possibly infecting others.

Jefferson Lab’s Environment, Safety, and Health (ES&H) Division will print and distribute laminated Daily Worker Health Self-Certification cards to all employees (Figure 3). Employees will be required to complete online training course SAF003, COVID-19 Hazard Awareness and Controls, which will describe their responsibility to follow the directions on the card—and what to do with if they develop symptoms of COVID-19, or have been in close personal contact with someone who has been diagnosed with it. ES&H will disseminate directions on how to access and complete the training, as part of the all-staff messaging.

Depending on one’s symptoms, health of close personal contacts, and travel history, Occupational Medicine may restrict the employee from working on-site and refer them to their personal health care provider for testing and treatment. Employees will be reminded to call Occupational Medicine from home and not come to the clinic on-site.

Unless it is an emergency, employees who begin to feel ill while at work are to notify their supervisor and leave the campus immediately—and then call Occupational Medicine

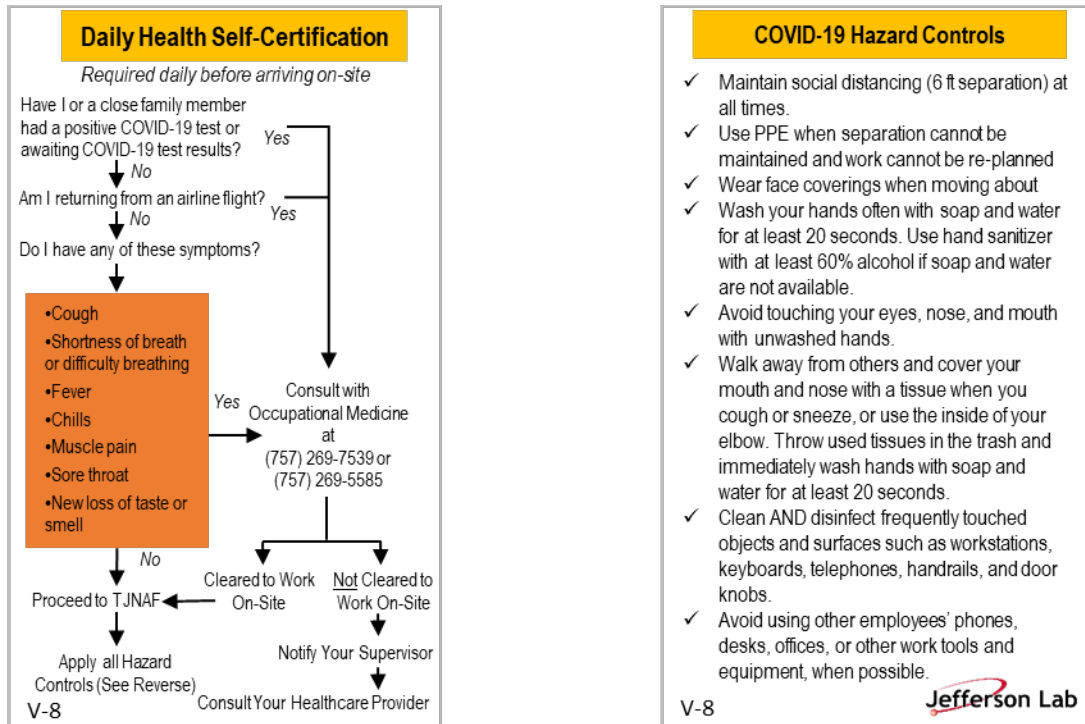


Figure 3. Daily Worker Health Self-Certification Card

Employees who become ill with COVID-19 symptoms are strongly encouraged to call their health care provider without delay and, if possible, get tested to confirm infection. Testing data is important to public health professionals.

Once diagnosed by a health care provider, employees must contact Occupational Medicine to coordinate their return-to-work clearance.

2.2.2 Vaccinations

Jefferson Lab strongly encourages all employees, Users, subcontractors and visitors to get vaccinated as soon as possible for their health and safety and to accelerate the transition to reduced MECON levels, relaxation of controls, and eventual return to additional on-site presence, meetings, or business travel.

During MEDCON 4, Jefferson Lab remains in a maximum telework status, with limited on-site work. An employee's return to on-site work does not depend on vaccination status. An employee may be returned to on-site work regardless of vaccination status if (1) their task or activity is performance-critical and work controls are in place to protect the individual from getting or transmitting COVID-19; and (2) they have attested that they are fully vaccinated or participate in the on-site testing program.

All employees, Users, subcontractors and visitors must be screened for COVID-19 before coming on-site if they have not disclosed whether they have received the

COVID-19 vaccination. The Department of Energy's COVID-19 Workplace Safety Plan, released on Aug. 20, 2021, added this new requirement for all federal facilities. Since JSA manages site access to Jefferson Lab for the DOE, we are required to implement this policy.

Specific site-access requirements for Users, subcontractors and construction contractors, and visitors is covered in sections 2.2.3, 2.2.4, and 2.2.5.

COVID-19 testing will not be required for JSA employees who have submitted a copy of their COVID-19 vaccination record to Occupational Medicine using the secure drop box. For those who have not submitted their vaccination record, see the instructions on the [COVID-19 Portal](#) or the [Vaccine Reporting at Jefferson Lab message sent on May 7, 2021](#) to do so now.

Employees who have not submitted a COVID-19 vaccination record will be designated as “undisclosed.” *Undisclosed employees* will have their badge access disabled and may not come on-site without testing but can continue to work remotely. Undisclosed employees will also be required to participate in COVID-19 testing prior to working on-site. We plan to offer COVID-19 testing on Wednesdays and have the results by Friday. The testing location and instructions for making appointments will be distributed once we have selected a testing vendor.

Tested employees and Occupational Medicine will receive test results simultaneously. Occupational Medicine will report the negative test results of undisclosed employees to JSA Security each Friday, and JSA Security will reactivate their badge access through the following Friday. Undisclosed employees will be required to repeat testing each week or until two weeks after they submit a completed vaccination record to Occupational Medicine. Undisclosed employees who test positive for COVID-19 will be medically restricted from coming on-site until cleared to return.

Jefferson Lab will use an FDA-approved PCR or antigen test managed by an outside laboratory. Initially, the outside laboratory personnel will administer the tests but eventually we hope to have the tests administered by Occupational Medicine staff. There will be no cost to JSA employees for a COVID-19 test. Any remaining testing appointment times will be open for vaccinated employees on a first come, first served basis *after* all undisclosed employees requesting site access for the following week are scheduled.

Undisclosed employees may be tested elsewhere at their own expense and bring a copy of the negative test results from an accredited testing location to Security the Friday before coming on-site. We will only accept certain FDA-approved test results and the test must be taken between Wednesday and Friday the week before site access.

Vaccination and test status are not a substitute for everyone’s responsibility to perform the Daily Health Self-Certification and report to Occupational Medicine if one has symptoms or meets the reporting requirements.

As a reminder, for site access purposes, an employee is considered vaccinated 14 days after the second dose of the two-dose vaccine or the one dose of the single-dose vaccine. There is no site-access requirement for booster shots at this time. We encourage employees to follow CDC guidance and get booster shots when it is appropriate for their health status and time since initial vaccination.

While the vaccines are highly effective at preventing severe disease, effectiveness may decline over time and vaccinated individuals can become asymptomatic and transmit the virus. With this in mind, Jefferson Lab will continue to maintain additional controls as outlined in the [TJNAF COVID-19 Workplace Safety Plan for Medical Condition \(MEDCON\) 4](#) such as wearing of face masks, limiting site density through telework for all staff not required on-site, daily health self-certification checks, and other measures until it is safe to relax these controls.

At this time Jefferson Lab is not considering medical or religious exemption requests for receiving the COVID-19 vaccine. Those who choose not to become vaccinated for whatever reason and need to work on-site will participate in regular COVID-19 testing.

Undisclosed employees who are required to work on-site but are unable to participate in COVID-19 testing for medical or religious reasons may seek an accommodation *for testing* through Human Resources. Accommodation requests must describe the basis for an accommodation—and if the basis is medical, the request must include a statement from the employee’s personal physician describing the medical condition that prevents an unvaccinated employee from being tested for COVID-19.

Undisclosed employees who are required to work on-site but (1) do not seek a testing accommodation, or are not granted a testing accommodation, and (2) then fail to report to work as scheduled for three days without proper notification—and (3) absent extenuating circumstances—shall be considered as having abandoned their job, which constitutes grounds for immediate separation from JSA employment. See Administrative Policy 208.01 for additional details on standards of employee conduct.

There is no exemption from site-access requirements for employees who normally work remote but need to make a casual visit to the Jefferson Lab campus or their office.

Requests for emergency exemptions for subcontractors or Users requiring site access should be directed to the ES&H Director. Emergency exemption requests must describe the extenuating circumstances that prevented the subcontractor or User from meeting the site-access requirements and the impact to the Jefferson Lab mission if the emergency exemption is not granted. The ES&H Director will grant emergency exemption requests when

- (i) the circumstances are unforeseeable or unavoidable,
- (ii) not granting the emergency exemption will result in a significant mission impact, and

- (iii) other administrative controls are available to protect Jefferson Lab employees from potential infection by an undisclosed and untested subcontractor or User while they are on-site.

Guidelines for fully vaccinated individuals can be found on the [CDC's Interim Public Health Recommendations for Fully Vaccinated People](#). Fully vaccinated employees do not need to [quarantine](#) or be tested following an exposure to someone with suspected or confirmed COVID-19, as long as they have no symptoms. They should still monitor for [symptoms of COVID-19](#) for 14 days following an exposure. If they experience symptoms, they should isolate themselves from others, be clinically evaluated for COVID-19, including SARS-CoV-2 testing, if indicated, and inform their health care provider of their vaccination status at the time of presentation to care. In addition, fully vaccinated individuals are not required to quarantine after returning from travel.

We trust that members of the lab community who are not yet fully vaccinated will continue to wear face coverings and social distance. No one may challenge co-workers about their vaccination status. Any concerns about policy compliance should be reported to their supervisor or the ES&H director. Willful violation of safety and health rules is a serious matter at Jefferson Lab and will be handled according to the current existing policy ([Administrative Manual Policy 103.02 and 208.01](#)).

Occupational Medicine maintains the official record of lab vaccination status based on receipt of vaccination records. Any employee who has not submitted their vaccination record to Occupational Medicine is considered unvaccinated and must continue to wear a face covering on-site.

Jefferson Lab encourages all employees to get the COVID-19 vaccine as soon as they are able to do so. In keeping with our desire to see all employees vaccinated, Jefferson Lab will provide employees with the two types of leave below:

1. COVID Vaccination Leave: Employees are offered up to four hours per shot (up to a total of eight hours) during their regularly scheduled workday to get vaccinated using charge code CVX. This does not apply to students, casual employees, family members of staff, or those on PHE leave.
2. COVID Vaccine Side Effect Leave: Employees who have been vaccinated and who experience any vaccine side effects may charge up to 16 hours of administrative leave to COVID-19 Vaccine Side Effects Leave.

The Project/Leave Code to use for COVID-19 vaccine side effects is **VACCINE SIDE EFF LV**.

To be eligible for COVID-19 Vaccine Side Effects Leave employees must meet all of the conditions below:

- (i) Received the COVID-19 vaccine on or after February 12, 2021.

- (ii) Provided proof of vaccination to Occupational Medicine (OCCMED).
- (iii) Personally experienced side effects that required an absence from work (i.e., used sick leave or vacation).

2.2.3 Facility User Access

Facility Users are not permitted site access during MEDCON 6. All Facility User site-access privileges have been suspended in CANS and will be reinstated as reentry conditions permit.

Under MEDCON 5, Associate Directors invited those Facility Users required to resume the Spring Experiment Run. Under MEDCON 4, all Facility Users will be allowed site access with approval of their Associate Directors, Division Heads, or Experimental Hall leaders. All Users without current site access must submit a site-access registration request through EARS to enter the campus and will be required to complete SAF003, COVID-19 Hazard Awareness and Controls online training.

Users with Current Site-Access Privileges

COVID-19 testing will not be required for Jefferson Lab Users who have submitted a copy of their COVID-19 vaccination record to Occupational Medicine using the secure drop box. Users planning to come on-site who have not submitted their vaccination record should do so now by following the instructions on the [COVID-19 Portal](#) or the [Vaccine Reporting at Jefferson Lab message sent on May 7, 2021](#).

Jefferson Lab will designate Users who have not submitted a COVID-19 vaccination record to Occupational Medicine as “undisclosed.” *Undisclosed Users* will have their badge access disabled and may not come on-site until they provide negative test results. To come on-site, undisclosed Users will be required to bring a negative COVID-19 test result—taken within three days of their next on-site arrival—to Occupational Medicine. JSA Security will reactivate badge access for these Users for seven days. Undisclosed users will be required to repeat testing each week or until two weeks after they submit a completed vaccination record to Occupational Medicine. Undisclosed employees who test positive for COVID-19 will be medically restricted from coming on-site until cleared to return.

Users without Current Site Access Privileges

Users who need to come on-site and do not have current site-access privileges must submit a site-access registration request through EARS and a copy of their vaccination record to Occupational Medicine using the secure drop box following the instructions on the [COVID-19 Portal](#) or the [Vaccine Reporting at Jefferson Lab message sent on May 7, 2021](#).

Once site-access registration is complete, Users who have submitted a completed vaccination record to Occupational Medicine will have their site access activated, or

reactivated if they already have a JSA badge. Users who do not submit a COVID-19 vaccination record to Occupational Medicine will be designated as undisclosed. To come on-site, undisclosed Users will be required to bring a negative COVID-19 test result taken within three days of their next on-site arrival at Jefferson Lab. JSA Security will reactivate badge access for these Users for seven days. Undisclosed users will be required to repeat testing each week or until two weeks after they submit a completed vaccination record to Occupational Medicine. Undisclosed employees who test positive for COVID-19 will be medically restricted from coming on-site until cleared to return.

Badging Operations remain by appointment only in MEDCON 4. Appointments can be scheduled 24 hours in advance by sending an email to fso@jlab.org

2.2.4 Subcontractor and Construction Contractor Access

Only subcontractors required to perform essential services will be permitted site access. Technical Representatives (TRs) are responsible for assuring that subcontractor employees are authorized to enter the site, are properly registered and badged, and follow the Jefferson Lab COVID-19 control and safety requirements. Site access must have management approval as specified in the paragraphs below.

JSA will inform all companies of the requirement to ensure that all of their staff who physically work on-site must be fully vaccinated or have a negative COVID-19 test result within three days of working on-site.

To meet the new DOE reporting requirement, each JSA subcontractor with employees working at Jefferson Lab will be required to report to ES&H the total number (not names) of their employees that were assigned to work on-site at Jefferson Lab, the number vaccinated, and the number that tested negative for COVID-19 weekly.

These requirements do not apply to Vendors only delivering and unloading products and are not entering any JLab facilities. Delivery drivers must maintain at least 6' distance from all JLab employees and wear face masks during deliveries.

Additionally, access procedures for subcontractors *not* performing hands-on work (e.g., pre-bid reviews, deliveries, etc.) are described in Section 2.2.4.1—while 2.2.4.2 describes that for subcontractors performing work under a contract or purchase order.

2.2.4.1 Subcontractors not performing hands-on work

1. The TR obtains permission from their Division Head prior to the subcontractor arriving on-site.
2. The subcontractors must be escorted at all times by the designated TR while on campus unless they have an approved Safety Protocol Document.
3. The subcontractors must follow Centers for Disease Control and Jefferson Lab COVID-19 controls, which include the following:

- a. Complete a daily worker self-certification.
- b. Wear a face covering that meets CDC guidelines (no gaiters or bandanas).
- c. Maintain a social distance of at least 6' at all times if not vaccinated.
- d. Use any other PPE required for the environment into which they will enter.

If there is a conflict between CDC and Jefferson Lab requirements, the lab's requirements will take precedence.

4. TR coordinates badging and entry access following the procedures in Section 2.2.4.3.

2.2.4.2 Subcontractors performing work

1. In order to work on-site, the TR must have designated the subcontractor essential for operations and coordinated their determination with their Division Head.
2. An approved Worker Safety and Health Plan containing COVID-19 controls in compliance with CDC and Jefferson Lab requirements is required for subcontract award.
3. Subcontractor Worker Safety and Health Plans must contain the following:
 - a. Daily self-certification requirement. Jefferson Lab daily self-certification cards may be used by the subcontractors and are available from the TR.
 - b. Subcontractor employee training that covers symptoms, methods of transmission, and methods to prevent exposure of COVID-19. Jefferson Lab will make available to subcontractors for their use SAF003, COVID-19 Hazard Awareness and Controls. However, the subcontractor management will remain responsible for their employees' compliance.
 - The SAF003 training document for subcontractors is available from the TR. The web-based Training page can be found here: https://www.jlab.org/div_dept/train/webbasedtraining.html.
 - The SAF003 course describes the symptoms of COVID-19, actions that employees should take to minimize their personal risk of infection, and the additional hazard controls implemented by Jefferson Lab to limit the exposure of individuals to SARS-CoV-2 while on campus.
4. Once the Worker Safety and Health Plan is approved, the TR or Technical POC will notify Procurement and request permission from the Division Head for the subcontractor to access the site.
5. The Procurement Officer will then modify the subcontract to include the approved Worker Safety and Health Plan. The TR will provide the Facilities Management and Logistics Service Desk Administrator with the relevant information needed to create an active contract in the Jefferson Lab Registration/International Services (JRIS) Subcontractor Contract Database here: https://mis.jlab.org/mis/apps/cis/jris_reg_form/rptActiveContracts.cfm.

6. If any lower-tier subcontractors are included in the subcontractor's work team, the Procurement Officer and TR must be informed. The TR will inform the Service Desk Administrator to add the company to the JRIS Subcontractor Contract Database.
7. An automatic email will then be sent to the TR regarding the contract. The email contains a link to an online form that the TR uses to indicate whether dosimetry is required, the subcontractor site access, and minimum training requirements (at least SAF100C for construction or SAF100S for service contracts).

2.2.4.3 Registration

The TR will coordinate with the subcontractor(s) to complete the following before coming to Jefferson Lab:

1. Request an appointment for a badge 48 hours before the visit.
2. Provide via email a list of names of all of the persons registering, sending it to subcontractor-registration@jlab.org. Also, courtesy copy (Cc) fso@jlab.org and the TR in the email. Subject line: Requesting Badging Appointment for Contract Number [e.g., # 01-A2345] and the company name.

Expect a response within 24 hours.

3. Register all persons at the following link:
https://misportal.jlab.org/railsForms/guest_registrations/no_auth.
4. An automatic email will then be sent to the TR requesting approval for each registration form submitted. After approval, the Service Desk Administrator will upload the registration into JList. Following successful completion of the registration form, each worker can begin taking any training required by the contract.
5. Use the web-based Training page:
https://www.jlab.org/div_dept/train/webbasedtraining.html.

Note: Each worker must individually register **BEFORE** attempting to take any training. The REAL ID Act (Public Law 109-13) now determines which state driver's license can be presented and accepted as a valid ID document for access to Jefferson Lab. A list of other forms of acceptable valid ID documents can be found at the following link: <http://www.tsa.gov/traveler-information/acceptable-ids>. (Also see #8 below.)

After confirming that the workers are successfully registered and trained, the TR will notify the subcontractor to send their workers to the Support Service Center (SSC), Building 28, to obtain badges prior to accessing the work site. The badges will automatically deactivate 60 days following contract end. Badging Operations remain by appointment only in MEDCON 4. Appointments can be scheduled 24 hours in advance by sending an email to fso@jlab.org

All persons entering a lab building are required to wear a face mask/covering if not fully vaccinated and will not be permitted access to enter without one.

A government-issued picture ID is required to proceed with the appointment.

2.2.4.4 Jefferson Lab Site Access

Once the individual who will make the visit has completed the requirements for entry to Jefferson lab and their registration is complete, they should inform the TR—who will then schedule a date for service to begin *as long as the individual has an active badge*.

TRs must do the following:

- Review with the subcontractor the work needing to be done.
- Make sure the subcontractor follows the Jefferson Lab policies and subcontract requirements, according to their approved Worker Safety and Health Plan and the Activity Hazard Analysis (AHA).
- Ensure the subcontractor develops and the TR approves—with ES&H consultation—the AHA. The AHA is the subcontractor's procedures and instructions and must include COVID-19 controls from their approved Worker Safety and Health Plan that are specific to the task. The AHA review is part of the pre-performance briefing and must be retained at the job site.
- TRs will undertake frequent inspections of subcontractor and construction contractor work to confirm that requirements are consistently met and documented in the Safety Observation Database and monthly TR reports due to Procurement Officers. Subcontractors are always responsible for supervising their employees.

To work on-site each subcontractor employee must perform the daily self-certification before entering the Jefferson lab campus. If there are any "Yes" answers to the daily self-monitoring questions, the subcontractor will need to inform the TR and contact Occupational Medicine, x7539, for clearance.

When the contract is complete, the following must be accomplished:

- Return all badges to the supervisor, where they will be turned in to the Badge Return Lockbox outside of Room 52 in the SSC (Building 28).
- Future contracts awarded will require the above steps to be repeated for each contractor working under contract.

2.2.5 Visitor and Student Access

Visitors and students not participating as Facility Users are not permitted site access during either MEDCON 6 or 5.

Visitors and students on official business may be granted campus access starting at MEDCON 4 with AD or Division Head approval and must submit a site-access registration request through EARS.

Visitors will be required to show Jefferson Lab Security a copy of a completed COVID-19 vaccination record or a negative COVID-19 test result taken within three days of arrival to be granted access to Jefferson Lab.

Students participating in Science Education activities will only be admitted when permitted by their school.

In MEDCON 3, visitors and students on official business may be granted site access and must submit a site-access registration request through EARS.

2.2.6 Official Business Travel

Official domestic and international travel is limited to only mission critical trips and will be conducted in accordance with applicable CDC guidance and the January 21, 2021, Executive Order [*Promoting COVID-19 Safety in Domestic and International Travel*](#). Utilizing a risk-based, data-driven assessment process, domestic travel must be approved by the DOE (Head of the Departmental Element or their designee).

Depending on vaccination status international air travel, which requires DOE Under Secretary (or equivalent) approval or their designee, may also require a recent negative COVID-19 test result prior to departure (if not fully vaccinated) and quarantine on arrival (if not fully vaccinated), consistent with CDC guidelines. Travel in connection with permanent change of station may be authorized by the DOE Heads of Departmental Elements or their designee for critical personnel.

For international travel, prior to arrival in the United States all air passengers coming to the United States, including U.S. citizens and fully vaccinated people, [are required](#) to have a negative COVID-19 test result no more than 3 days before travel or documentation of recovery from COVID-19 in the past 3 months before they board a flight to the United States. Fully vaccinated employees do not need to get tested before leaving the United States unless required by their destination. After travel, employees should get tested with a [viral test](#) 3-5 days after travel; self-monitor for COVID-19 symptoms; isolate and get tested if symptoms develop.

All other Jefferson Lab policies and regulations regarding the use of Government vehicles, material handling, and hazardous material transport are unchanged and remain in force.

Jefferson Lab employees must continue to follow all COVID-19 health and safety controls when traveling off campus and requirements of destination facility if more restrictive than JLab controls. Employees should sanitize vehicle interiors before and

after use, avoid using vehicle recirculation settings, and maximize fresh airflow while driving.

New hires required to meet performance critical functions (Appendix A) may be authorized travel to relocate to Jefferson Lab but each relocation requires advanced approval of the TJSO and DOE Office of Science.

Employees who self-identify as being at high risk of severe illness from COVID-19 (see Section 2.1) and receive accommodation to work from home will be not be authorized to travel on lab business. Likewise, Jefferson Lab will not require non-employees who self-identify as being at high risk of severe illness from COVID-19 to travel for lab business.

During MEDCON 4 and 3, travel will not be authorized to areas where widespread community transmission of COVID-19 is ongoing. Occupational Medicine will inform Travel Services of those areas where travel is restricted, based on CDC and Department of State guidance, and Travel Services will publish these restricted areas through the Travel Coordinators on the COVID-19 ServiceNow information page.

Advance approval from the Associate Director and Laboratory Director along with documented justification is required for premium or first-class accommodations to achieve social distancing requirements.

Occupational Medicine requires employees to show a vaccination record if they intend to avoid post-travel or contact-tracing-related medical restriction based on vaccination status. Vaccination status has a significant impact on the implementation of COVID-19 controls applied. Fully vaccinated staff should report their status to OMC.

2.2.7 Personal Travel

Employees should recognize that personal travel during a pandemic is risky and may require medical restriction upon return if not fully vaccinated. Jefferson Lab will follow CDC guidelines as outlined in figures 5 and 6 below.

Employees who travel by commercial aircraft to destinations or through airports where there is widespread community transmission of COVID-19 or traveled on a cruise ship must contact Occupational Medicine and may be medically restricted for up to 10 days before resuming on-site work if not fully vaccinated. Occupational Medicine will need to see a photocopy of the vaccination record of any employee who intends to avoid post-travel campus restriction based on vaccination status.

Before leaving for personal travel where subsequent medical restriction may be required as a condition for returning to work, employees should coordinate with their supervisors to ensure that remote work will be authorized upon return. Employees who require medical restriction after personal travel and who cannot work remotely will be required to use vacation or LWOP (see Appendix B).

Domestic Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
	Get tested 1-3 days before travel	✓
Get tested 3-5 days after travel and self-quarantine for 7 days. Self-quarantine for 10 days if you don't get tested.	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓

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International Travel RECOMMENDATIONS AND REQUIREMENTS	Not Vaccinated	Fully Vaccinated
	Get tested 1-3 days before traveling out of the US	✓
Mandatory test required before flying to US	✓	✓
Get tested 3-5 days after travel	✓	✓
Self-quarantine after travel for 7 days with a negative test or 10 days without test	✓	
Self-monitor for symptoms	✓	✓
Wear a mask and take other precautions during travel	✓	✓



cdc.gov/coronavirus

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Figures 5 and 6

2.2.8 Social Distancing

In accordance with the [CDC's Interim Public Health Recommendations for Fully Vaccinated People](#), and consistent with guidance from the Safer Federal Workforce

Task Force, fully vaccinated JLab employees, contractors, and visitors entering or working inside or on the grounds of JLab are not required to physically distance. Since there may be people on-site that are not vaccinated everyone should check areas having limited space — such as entryways, service areas, bathrooms, elevators, and break rooms — for other occupants before entering. Likewise, everyone should use care when walking within and between buildings to provide separation from others in passing. Because responsible professionals work at Jefferson Lab, we will not mark walking lanes on floors.

During MEDCON 4, only one person at a time may be in any vehicle or golf cart on TJNAF unless all occupants are vaccinated.

During MEDCON 4 and 3, the fitness center in TEDF will be open to fully vaccinated staff.

During MEDCON 4, any work that requires that two or more unvaccinated people work within the social distance boundary (at distances of less than six feet) must be re-planned, so the same outcome can be achieved without violating the social distance requirement. If there is no way to re-plan the work maintain the social distancing requirement, an Associate Director or equivalent approval is required before substituting PPE in lieu of the social distancing requirement. The minimum PPE requirement for any person working within six feet of another person if not vaccinated is:

1. An N95 respirator without an exhalation valve. (If the N95 has such a valve, the exhalation valve must either be covered with a face covering medical-procedure mask—or taped closed).
2. Goggles or safety glasses.
3. Nitrile gloves where tools or equipment are shared or there are common touched work surfaces.
4. When physical contact is expected, in addition to the above use Tyvek® or cloth coveralls / overalls (hood not required).

Note: Other combinations of PPE providing an equivalent level of protections may be used as specified by ES&H and Occ Med for specific tasking.

Employees must be trained in the proper fit and use of PPE, to include correct procedures for removing and storage or disposal of used (i.e., potentially contaminated) PPE. See Appendix C for guidance on the allocation and reuse of PPE.

2.2.9 Capacity Restrictions

Capacity restriction implemented during MEDCON 5 are no longer in effect during MEDCON 4. JLab continues to maximize the use of telework during MEDCON 4. During this period, only those individuals whose key duties or work activities that are

required to performed on-site will be allowed physical access to the site. This is limited to staff having been identified to support *Performance-Critical Operations*. On-site work is limited to that required to meet PEMP Notable Outcomes (see Appendix A), maintain essential business systems and functions, keep the campus and those working on it safe and secure, perform authorized facility construction, and pursue other tasks as approved by the Lab Director.

Site access by approved staff, contractors and visitors is monitored daily utilizing CANs badging data.

2.2.10 Face Coverings

In accordance with the latest guidance from DOE face masks are required regardless of vaccination status at this time. The exceptions to this include;

1. Mask may be removed when alone in an office with floor-to ceiling walls and door shut.
2. Mask may be removed when the sole occupant is in a government-owned vehicle.
3. Intermittent removal when eating/drinking – a mask may be removed for a limited time if one is at least six feet from another individual.
4. Conducting work utilizing controls and/or personal protective equipment identified in a job hazard analysis or similar evaluation as long as the COVID-19 risk is factored into the analysis and the controls identified as part of that analysis are implemented.
5. Conducting work where the hazards associated with wearing the mask (e.g., straps getting caught in machinery, heat stroke, etc.) are greater than the risks with not wearing a mask, if the COVID-19 risk is factored into the job hazards analysis and the controls identified as part of that analysis are implemented.
6. Individuals who have a medical or religious reason why they cannot wear masks. Exemptions to the face mask policy will be considered in accordance with the existing Equal Employment Opportunity Commission (EEOC) guidance. Employees will be required to go through the lab's *reasonable accommodation* process in order to seek and exemption.

The requirement for wearing facemasks is based on the CDC County “Transmission or Prevalence” case rates for the surrounding communities where the majority of our workforce lives. We expect that the face mask requirement will continue while the COVID-19 case rates remain in the Substantial (50-99 new cases per 100,000 persons in seven days) or High (≥ 100 new cases per 100,000 persons in seven days) range across the cities and counties where 95% of our workforce lives.

This requirement will be removed when the Transmission or Prevalence case rate falls into the “Moderate” or “Low” and the level of transmission remains at that lower level for at least two consecutive weeks.

2.2.11 In-person Meetings

During MEDCON 6 and 5 in-person meetings or conferences shall be held virtually using available VTC capability through BlueJeans, BlueJeans Events or Microsoft Teams. Employees shall not circumvent controls by holding in-person meetings off-site.

When planning virtual events, employees shall follow published guidance to ensure online security considerations are followed where non-public information will or may be discussed. Additional guidance is found here: [MEDCON 5 Meeting, Events and Tour restrictions](#).

During MEDCON 4, in-person meetings may resume. All attendee's must wear a mask, if any unvaccinated people attend an in-person meeting they must also social distance.

Maximum occupancy for conference rooms during MEDCON 5/4 conditions are posted and must be followed to hold a meeting in that conference room.

During MEDCON 4, in-person meetings may resume. All attendee's must wear a mask, if any unvaccinated people attend an in-person meeting they must also social distance.

2.2.12 Enhanced Sanitation

During MEDCON 6 and 5, Facilities Management and Logistics will direct the janitorial contractor to undertake enhanced sanitation of all common spaces, high traffic areas, and high touch areas twice each day. The contractor will be required to use cleaning protocols, techniques, and chemicals recommended by the CDC guidance or EPA List N: Disinfectants for Use Against SARS-CoV-2. The TR will perform daily monitoring and spot-checking to confirm compliance.

ES&H will review the continued use of common space coffee machines, refrigerators and water fountains during MEDCON 5 and 4. These appliances are prone to heavy usage and may require additional controls or be taken out of service.

During MEDCON 4, the sanitation frequency will be reduced to once daily, of all common spaces, high traffic areas, and high touch areas, while continuing to follow CDC guidance.

Before resuming on-site operations, all bathrooms were retrofitted with at least one hands free toilet, urinal, faucet, and paper towel dispenser.

2.2.13 Availability of Cleaning Supplies

During MEDCON 6, 5, and 4, Facilities Management and Logistics will maintain and distribute, to common areas across the campus, disinfecting wipes and sprays, as well

as alcohol-based hand sanitizer containing at least 60% alcohol. The Stockroom will carry these supplies for use by lab staff, to disinfect personal work areas, tools, equipment, and vehicles.

Facilities Management and Logistics will also notify the lab leadership of any anticipated shortages of cleaning supplies. If cleaning supplies become limited, the lab management will evaluate the need to close or limit lower-priority areas or operations, and consolidate remaining supplies in high-priority areas or operations.

2.2.14 On-Site Food Service

During MEDCON 6, there will be no on-site food service or catering.

During MEDCON 5 and 4, the café may resume breakfast and lunch service at subcontractor discretion. Catering will only be authorized when social distancing is possible and catered food must be individually prepackaged.

During MEDCON 4, restricted occupancy and movement in the café is lifted. Occupancy and movement limits may be imposed, at the TR's discretion. The subcontractor will ensure prepackaged food for catering in meeting rooms is spread on a table with enough room to minimize clustering of attendees. Condiments, utensils, and dishware are to remain disposable and given to customers with their food as needed.

In all MEDCON statuses, the subcontractor will ensure that all of their employees meet Virginia state requirements for food service worker use of PPE, as well as Jefferson Lab requirements for daily health checks.

2.2.15 Identification of Those Potentially Infected & Contact Tracing

If a worker, subcontractor, or User believes they have symptoms of COVID-19 (see Section 2.2.1), or tests positive for COVID-19, they are required to call their supervisor and Occupational Medicine immediately.

Occupational Medicine will guide the individual and the supervisor through a series of questions to determine the extent of contacts with others at TJNAF, and to coordinate with Facilities Management and Logistics the extent of workspaces that may be contaminated and require sanitation.

Once Occupational Medicine identifies those close contacts, they will be notified by their supervisor(s) of possible exposure to COVID-19, will be medically restricted from campus, and will receive return-to-work instructions from Occupational Medicine. See Appendix B for timekeeping guidance for employees who are required to self-isolate.

With the exception of those who have come in close contact, Jefferson Lab will not publicly identify to the lab community those individuals having potential or actual infection. We will share general information on the number of persons with potential or actual infection, work areas that may be closed for sanitation, and the number of contacts with all employees.

All confirmed positive cases are reported to the TJSO and the DOE COVID-19 Hotline weekly.

2.2.16 Deep Cleaning of Potentially Exposed Areas

If a staff member, User, or subcontractor with a potential or actual infection has been on campus within the period of contagion, the affected areas will be identified by the supervisor or sponsor and Occupational Medicine—and immediately posted as an affected area and the area will be sanitized.

Facilities Management and Logistics may take the following actions:

1. Disable the proximity card readers, to control access to the affected areas.
2. Communicate to occupants the affected area closures.
3. Direct the sanitation subcontractor to clean and disinfect the affected areas, following CDC and EPA guidelines.
4. Reactivate access controls and notify occupants—once cleaning and disinfection is completed and it is deemed safe to reenter.

If the staff member, User, or subcontractor has been out of the office for more than three days, there is no requirement for specialized cleaning and sanitation, as any virus spread to surfaces is no longer active.

Additional details can be found in the TJNAF Disinfection Plan for Presumptive or Positive COVID-19 Cases, the current version of which is available from the Security and Services Manager.

2.2.17 Ventilation and Air Filtration

Indoor ventilation has been optimized to increase the proportion of outdoor ventilation, improve filtration, and reduce or eliminate recirculation following current guidance from CDC, OSHA and ASHRA. Each facilities ventilation system was evaluated and where technically practicable, Minimum Efficiency Reporting Value (MERV) filter efficiency ratings and sealing of filters has been increased. Space heaters, desk fans and other devices that provide air movement inside a space are eliminated to the extent practicable. Under MEDCON 5 Facilities Management and Logistics will increase the

duty cycle of building HVAC systems to increase air circulation and where possible upgrade air filters to MERV 13 or 14.

3. Training

The ES&H and Human Resources Divisions collaborated on the development of an online training course SAF003, COVID-19 Hazard Controls. This course describes the symptoms of COVID-19, actions that all staff members, Users, or subcontractors should take to minimize their personal risk of infection, and the additional hazard controls implemented by Jefferson Lab to limit the exposure of individuals to SARS-CoV-2 while on campus.

Completion of SAF003 will be required before employees, subcontractors, or Users can return to campus under MEDCON 5 and 4. New employees hired on or after May 18, 2020 are required to complete this course during their new-hire orientation.

A COVID-19 Operational Safety Procedure has been developed and describes in additional detail the application of controls described here, such as social distancing, PPE requirement (including the use and authorized reuse of PPE), and human performance considerations.

4. Staff Communications and Awareness

Jefferson Lab leadership will keep all employees informed of changes in lab operating status through all-staff email, Insight, and posting to the COVID-19 information portal (ServiceNow).

The ES&H Division and Communications developed and posted COVID-19 awareness posters throughout the campus. These will remain posted through MEDCON 3. The posters describe not only symptoms but also employee responsibilities to minimize infection risk and apply hazard controls.

5. Establishing Readiness to Resume Hazardous Operations

Prior to resuming suspended operations, supervisors shall require all employees to review and re-sign Work Planning and Control documentation, Task Hazard Analysis (THA), Operational Safety Plans (OSPs), and Temporary Operational Safety Plans (TOSPs). This review will include the implications of COVID-19 precautions on the hazards and controls detailed in the associated THA, and will be documented in signed pre-job briefings before initiating any task covered by these plans. Supervisors will

confirm employee training and certifications have not lapsed before employees resume covered work.

Supervisors will require all systems and equipment to be visually inspected, to confirm system integrity and the presence of required safety controls and barriers, before systems are reactivated or equipment is used.

Supervisors will also verify that employees recognize the additional COVID-19 hazard controls described in this plan, and understand and agree how these controls will be applied to their work assignments. Supervisors will further assist workers in redesigning work plans to (1) avoid the need for violating the social distancing requirement, (2) ensure that correct PPE is used if social distancing cannot be maintained and the work cannot be re-planned, and (3) suspend activities that require PPE—if PPE is not available. See Appendix C for guidance on how PPE is allocated and conditions for reuse.

Appendix A – Performance-Critical Operations (FY21)

PEMP Objective	Performance-Critical Operations	Program Office
2.1	Effectively manage and execute the assigned LCLS-II-HE project scope in accordance with DOE Order 413.3B, in compliance with the technical performance specifications, and within the established DOE performance goals for cost and schedule. Performance will be assessed based on the work planned and accomplished during FY 2021, not on the cumulative performance of the project.	BES
2.1	Effectively manage and execute the assigned PPU project scope in accordance with DOE Order 413.3B, in compliance with the technical performance specifications, and within the established DOE performance goals for cost and schedule. Performance will be assessed based on the work planned and accomplished during FY 2021, not on the cumulative performance of the project.	BES
2.1	Achieve CD-1 Approval for the MOLLER MIE.	NP
2.2	Effectively manage and execute the assigned LCLS-II project scope in accordance with DOE Order 413.3B, in compliance with the technical performance specifications, and within the established DOE performance goals for cost and schedule. Performance will be assessed based on the work planned and accomplished during FY 2021, not on the cumulative performance of the project.	BES
2.3	Successfully complete the 2K Cold Box installation and resume CEBAF operations.	NP
4.2	The Laboratory must keep senior SC leadership informed of key events (e.g., VIP/protocol visits, news releases, media requests) through timely population of the Science News Dashboard with all the relevant information on such activities and/or through other appropriate mechanisms.	TJSO/SC
4.4	The Laboratory and contractor leadership must ensure that all communication with interested stakeholders on DOE/SC program priorities/objectives are communicated in advance to DOE and aligned with DOE/SC goals, strategies and guidance.	TJSO/SC
5.1	Hazardous energy control program improvements and corrective actions will be systematically managed to address activity-based risks, and be supported by objective evidence of closure and subsequent implementation effectiveness. This includes management of any outcomes linked to the DOE Office of Enforcement's 2019 safety compliance investigation.	TJSO
7.2	Support the acquisition of the Applied Research Center and the preliminary design for the CEBAF Renovation and Expansion (CRE) project by the end of the 2nd Quarter of FY 2021 in compliance with the technical performance specifications and within the established DOE performance goals for cost and schedule.	TJSO

Appendix B – Timekeeping Guidance Under COVID-19

Paid Leave to Receive COVID-19 Immunization

Per the direction from the TJSO CO, and following the DOE Head of the Contracting Activity Memo of February 10, 2021 JSA employees are entitled to up to 4 hours of administrative leave per shot to obtain the COVID-19 Vaccine starting February 10, 2021. This authority continues until the end of the COVID-19 pandemic.

JSA will provide a separate, distinct leave charge code for employees using administrative leave to receive the COVID19 vaccination.

Employees unable to work on-site and previously authorized to use PHE leave are not eligible to receive additional administrative leave for vaccination because they are expected to obtain their vaccination under the PHE leave already authorized.

Paid Leave for COVID-19 vaccination side effect leave

Per direction from the TJSO CO, and following the DOE Head of the Contracting Activity Memo of June 15, 2021, Employees who have been vaccinated and experienced any vaccine side effects with access to charge up to 16 hours of administrative leave to COVID-19 Vaccine Side Effects Leave (VACCINE SIDE EFF LV).

The Project/Leave Code to use for COVID-19 vaccine side effects is: **VACCINE SIDE EFF LV**

To be eligible for COVID-19 Vaccine Side Effects Leave employees must meet all of the conditions below:

1. Received the COVID19 vaccine on or after February 12, 2021,
2. Provided proof of vaccination to Occupational Medicine (OCCMED), and
3. Personally experienced side effects for which required an absence from work (used sick leave or vacation).

Charging when Medically Restricted from Site by Occupational Medicine

JSA employees may be restricted from site, or restricted while on-site, by Occupational Medicine under the following conditions:

Restrictions to Reduce the Risk to Others

- Employee tests positive for COVID-19 or is awaiting diagnostic test results
- Employee has symptoms of COVID-19
- Employee has had close personal contact with someone who has tested positive for COVID-19 or is awaiting diagnostic test results
- Employee has returned from commercial airline travel

Restrictions to Reduce the Risk to the Employee

- Employee's medical condition precludes them from working safely on-site which initiates an interactive process with supervisor and HR to find a reasonable accommodation for them to continue working from home if possible

Depending on these conditions, various timekeeping options apply and are summarized in the following flow chart. This is a generalized description of options, employees should consult the Business and Finance Division for guidance if unique circumstances apply.

