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LANL COVID-19 Risk and Exposure Control Measures for On-Site Work Activities

1.0 PURPOSE
Los Alamos National Laboratory (LANL or the Laboratory) has implemented risk evaluation and control measures designed to ensure safe performance of all on-site work activities during the COVID-19 pandemic. This document provides the framework to enable managers and staff to jointly evaluate risks and hazards to conduct on-site work activities in accordance with COVID-19 Safety Protocols and consistent with LANL policies and procedures. The Laboratory’s goal is to minimize both risk to the individual worker, work teams, and others due to COVID-19, while ensuring 100% effective operations.

Throughout this document, the use of “shall” or “must” denotes a Laboratory requirement and is mandatory while the use of “should” or “recommended” is guidance.

The term “fully vaccinated” throughout this policy means that it has been 14 days or more since an individual received their primary series of COVID-19 vaccines.

The term “up-to-date vaccination” throughout this policy means an individual has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.

The term “unvaccinated” throughout this policy means that an individual has either not been vaccinated or that it has not yet been 14 days or more since the individual received the last required dose in their vaccine series (i.e., not fully vaccinated).


Note: Rapid antigen COVID-19 test results will not be accepted as verification of a negative COVID-19 test, except in specific cases described elsewhere in this procedure.

2.0 AUTHORITY AND APPLICABILITY

2.1 Authority
- Issuing Authority (IA): Laboratory Director (DIR)
- Responsible Office (RO): Laboratory Director’s Office (LDO)

2.2 Applicability
This document applies to all Triad employees (full-time employees, part-time employees, students, post docs, lab associates), guest scientists, and on-site visitors. It also applies to on-site subcontractor personnel and lower-tier subcontractor personnel in accordance with their contract.

3.0 STRATEGY – PHASED APPROACH
The emergence and spread of COVID-19 has driven the need to apply specific COVID-19 safety protocols for on-site work and for many activities at the Laboratory to be done remotely. This shift has impacted progress on meeting mission and science, technology, and engineering (ST&E) deliverables. As federal, state, and local authorities continue to respond to the COVID-19 threat, Laboratory sponsors have identified the mission essential activities that must, to the maximum
extent possible, be maintained to support the Nation’s security. Over time, the Laboratory will continue to add tasks in a phased and controlled approach to full on-site operations capability.

3.1 Critical Factors
The Laboratory’s phased approach is dependent upon a number of critical factors that include:

- Sufficient testing capacity for unvaccinated Triad employees with approved medical exemptions, and occasional/surge based on the case rates related to variants of interest, concern and high concern;
- Contact tracing and case isolation capability is available and effective;
- Self-monitoring practices are established and implemented for all on-site Triad employees, subcontractors, and visitors;
- Institution-wide policies and training implemented and monitored to ensure on-site activities can be performed in accordance with COVID-19 health and control measures;
- An appropriate supply of PPE, face masks, and cleaning supplies are available;
- Laboratory modeling forecasts and projections do not indicate significant increased risk to employee health;
- Vaccinations are available and being provided.

Based on these and other critical factors, the Laboratory Director, in consultation with the Laboratory’s Leadership Team, will coordinate with and obtain approval, as necessary, from DOE/NNSA on decisions regarding operational status; how many employees may be collectively working on-site at any given location or time; and how well the Laboratory can effectively function in accordance with COVID-19 Safety Protocols. Laboratory requirements and policies for performing on-site work will be adjusted as the situation continues to evolve.

4.0 SPECIAL COVID-19 SAFETY PROTOCOLS – EXPECTATIONS FOR ON-SITE WORK

In accordance with federal and state health and safety authorities, the Laboratory has implemented COVID-19 prevention/control, containment and response actions, measures, and protocols (COVID-19 Safety Protocols) to reduce the risk of COVID-19 spread during on-site work activities. In concert with the evidence-based recommendations from federal and state authorities, the Laboratory follows the concept of ensuring risk is “As Low As Reasonably Achievable” (ALARA) by implementing COVID-19 Safety Protocols, which are summarized below.

As a pre-requisite to performing work or coming on-site, all Triad employees, subcontractors and visitors, must complete required training, “Working Safely at LANL during the COVID-19 Pandemic”, Course #49476. Completion of the course will be tracked via UTrain and ExTrain as appropriate.

Vaccinations are mandatory for Triad employees, students, and guest scientists, with the exception of employees on extended absence (e.g., long-term medical, maternity, parental, etc.) who must be fully vaccinated prior to coming on site. Triad employees on change-of-station must be also vaccinated; those outside of the United States must obtain a World Health Organization approved vaccine. An individual’s vaccination record card, submitted to Occupational Health (e-mail to medical_records@lanl.gov) serves as confirmation of vaccination status for Triad employees. Exemptions for Triad employees will be evaluated on a case-by-case basis. The exemption process and forms are located on the COVID-19 Hub.

Subcontractor companies must provide verification that all on-site employees and lower-tier subcontractor personnel are fully vaccinated per contractual requirements.
**Note:** On-site federal employees and federal contractors and subcontractors, must follow the requirements of their Department.

### 4.1 Determining On-Site Functions and Activities

In-person LANL-sponsored or -hosted meetings, conferences, gatherings, or events that will be attended by more than 50 participants must be approved by the responsible ALD after consulting with the Laboratory Director. Attendance at these gatherings must be limited to only those individuals confirmed to be fully vaccinated. These meetings must also comply with space occupancy limits defined in Section 4.3.4.

The Deputy Laboratory Directors (DLDs) are responsible for accepting the aggregate risk of work performed on-site while ensuring operations remain 100% effective. The DLDs also evaluate, prioritize, and integrate cross-organizational and institutional resource needs.

The Associate Laboratory Directors (ALDs) are responsible for developing a process to be implemented in their respective organizations in alignment with this policy that defines the following:

- proper hazard identification, analysis, control, and execution;
- resource identification (i.e., support personnel, personal protective equipment [PPE], facility, and infrastructure support);
- implementation of COVID-19 Safety Protocols; and
- oversight requirements for activities in their organization.

This includes evaluating and mitigating as necessary, potential cross-organizational issues and/or co-located hazards associated with performing work in and across Laboratory facilities and organizations.

- ALDs must work with their Industrial Hygienist (IH) or LANL’s Biological Safety Officer (BSO) regarding the development of work procedures that require specific COVID-19 mitigations where the standard COVID-19 Safety Protocols cannot be effectively followed.

- If a concern with any particular work procedure or area arises, the IH or the BSO shall present this concern to the ALD for review and resolution.

- In addition, if either the IH, the BSO or an ALD determines that approved work cannot be accomplished with appropriate COVID-19 mitigations, the work will be paused and the ALD shall report that determination back to the risk accepting DLD for review and resolution.

As time progresses, and using a risk-based and graded approach, the Laboratory Leadership Team will evaluate how well Laboratory on-site work activities can be performed in accordance with COVID-19 Safety Protocols with the goal of gradually scaling up on-site work activities. However, based on the evolving COVID-19 situation, work activities on-site can be scaled either up or down, as necessary.

### 4.2 Requirements for Reporting to Work On-Site

Line management and employees evaluate work activities per P300, *Integrated Work Management*, P300-1, *Integrated Work Management for R&D*, and the COVID-19 Safety Protocols in this document to develop necessary controls. New on-site work may not proceed before activities have been reviewed and released by line management, with input from employees, in accordance with this policy (see section 9.0).
Triad employees who are fit for duty and assigned by their managers to work on-site are expected to report on-site to perform approved work.

When employees are requested to work on-site, before coming on-site each day, all workers must perform a Daily Self-Assessment (Attachment A) in accordance with Section 4.2.2.

4.2.1 Visitors Coming On-site

Hosts or sponsors of on-site visitors (with the exception of non-LANL emergency responders and delivery drivers who drop off materials and leaving LANL immediately afterwards) must attest to the vaccination status of on-site visitors. Visitors must be fully vaccinated or have a negative COVID-19 test conducted within three (3) days prior to their arrival on-site. Unvaccinated visitors without a negative COVID-19 test conducted within three (3) days prior to their arrival on-site will not be allowed on site. Visitors coming from out of state must also adhere to CDC guidelines before, during, and after travel.

4.2.1.1 International Visitors

Hosting international visitors must be mission-critical, as determined and approved by the cognizant ALD. Additionally, international visitors must:

1. have up to date vaccinations, which includes completion of an initial mRNA vaccination series (e.g., Pfizer or Moderna) or viral vector vaccination series (e.g., Johnson & Johnson) and receipt of all vaccine boosters, as deemed eligible by the CDC

OR

2. otherwise be considered up to date on their vaccinations, by being fully-vaccinated and following all booster recommendations in accordance with the CDC guidance for “People who received COVID-19 vaccine outside the United States.”

Exceptions to the above international visitor vaccination requirements must be approved by the cognizant Deputy Director.

Before visitors come on-site, the sponsor or host will brief the visitors on the COVID-19 Safety Protocols to ensure the safety of the visitor and LANL staff. The sponsor or host will also provide the visitor with externally accessible links to enable pre-on-site review of COVID-19 Safety Protocols, including this policy, the Daily Self-Assessment, and required training. Appointments to visit the Badge Office must be made prior to arriving on-site.

4.2.2 Daily Self-Assessment

Prior to coming on-site each day, all workers, subcontractors, and visitors must perform a Daily Self-Assessment. The Laboratory’s goal is to minimize both risk to the individual worker and risk to others. Therefore, all individuals are urged to be honest in completing the self-assessment. Employees, subcontractors, and visitors must complete the Daily Self-Assessment and must not come on-site if feeling sick, regardless of their personal assessment of the likelihood that they may have COVID-19.

If a worker, subcontractor or visitor self-responds “YES,” or is unsure how to respond to any of the questions in the attached self-assessment, they must contact the LANL COVID-19 Hotline (505-606-2667) for guidance before coming to work on-site. If the COVID Hotline specialist determines that the caller should not come to work on-site, they will provide the worker and their
manager, Subcontract Technical Representative (STR), sponsor or host with a duty disposition letter (DDL) stating their recommendations and a follow-up date for reassessment.

**Note:** General instructions for testing and self-isolation are contained in Attachment B. However, individuals must still contact the COVID-19 Hotline, as required by this procedure, to ensure the most up-to-date instructions and information is being provided. Personnel must follow all instructions provided by the Hotline.

If a worker self-responds “NO” to ALL questions in the attached self-assessment, the worker may report to the scheduled work site. The worker could still be directed to work remotely.

Workers DO NOT need to share their completed self-assessment or health history details with their managers or other coworkers. HIPAA trained COVID Hotline specialists will protect the individual's personal health information.

**Note:** Because of the dynamic nature of the COVID-19 pandemic, it is possible that a worker's answers to the required Daily Self-Assessment questions may change over time. If the answers to self-assessment questions change during the COVID-19 pandemic, the worker must contact the COVID-19 Hotline immediately before coming on-site. Workers will have to call the COVID-19 Hotline only when they first plan to come on-site, and subsequently only if their condition changes.

**Note:** All employees, subcontractors, and visitors that have been informed that they have tested positive for COVID-19 in the last 10 days must notify the COVID Hotline (see below if a positive COVID-19 test was received while on-site). This includes employees working on-site and teleworking.

### 4.3 While Working On-site

All employees, subcontractors, and visitors must immediately isolate from others, contact their supervisor, STR, sponsor, or host, and call the COVID-19 Hotline if they begin to feel ill while on-site or if while on-site they have been informed that they have tested positive for COVID-19 in the last 10 days. DO NOT VISIT the Occupational Medicine (Occ-Med) facility unless directed to do so by the LANL COVID-19 Hotline.

Individuals must use their own tools as much as possible. If they must use shared tools, they must wipe them down with a wipe or clean cloth, using a consumer cleaning product (including soap and water) in the workplace for the purpose intended by the chemical manufacturer or importer of the product.

Clean shared surfaces daily with soap or detergent. Disinfectant may be used, but is not required, unless the space is occupied by people at increased risk for severe illness from COVID-19.

Follow the controls in [OSH-ISH-QTG-034 Quick Take Guide, LANL COVID-19 Controls](#).

### 4.3.1 Face Mask Use

All on-site individuals must follow the current institutional requirements for mask-wearing found on the [COVID-19 Hub](#).

Unvaccinated individuals must wear a face mask at all times while on-site (indoors and outdoors).

Exceptions to the face mask requirement are as follows:

- When alone in an individual office (with floor to ceiling walls and a closed door) or alone in a vehicle.
• When actively eating or drinking.
• When engaging in smoking activities (activities must be in compliance with P909 Smoking and Smokeless Tobacco).
• When respiratory protection is worn for other hazards.
• When there is a potential for heat stress in a work activity, during hot work where the face mask presents a fire hazard, or when an arc hazard exists in a work activity, as determined by an industrial hygienist (see below for further detail on this exception).

**Note:** Individuals must remove their face mask temporarily if a Laboratory Security Officer requests them to do so. When removing the face mask, be sure to observe physical distancing of at least six feet.

All employees will be provided a face mask for use on-site. Employees may also choose to wear their own face mask. If an employee chooses to wear their own face mask, the following standards must be observed:

• **Acceptable masks**, in order of understood efficacy, are KN95s, three-layered disposable masks, and cloth face masks. Cloth masks must have at least two layers of washable, tightly woven, breathable fabric (such as cotton). All face masks must cover the nose, mouth, and chin and fit snugly against the sides of the face.

• **Unacceptable masks** include masks with exhalation valves or any other additional openings and must not be worn.
  – Neck gaiters and bandanas are unacceptable masks.
  – N95s with exhalation valves or commercial face masks with valves are unacceptable masks.

Face masks are available through the TA-60-2 warehouse between 8 a.m. and noon Monday–Friday, and will be distributed to each ALD by their cognizant FOD.

Necessary respiratory protection for other hazards associated with the work will be identified by the IH and health physicist in work control documents.

**Through the formal evaluation of a deployed industrial hygienist,** face masks may be eliminated for work when heat stress is a potential hazard, during hot work, or when an arc hazard exists, as long as individuals maintain a minimum distance of six feet apart and observe the following guidelines:

• Wash hands often with soap and water for at least 20 seconds and when returning to work, before eating or drinking, before and after using the bathroom, and before leaving the job site.
• Wash hands before donning protective gloves and other PPE (if required for the activity) and after removing PPE. If soap and water are not available, use a hand sanitizer with at least 60% alcohol, and wash hands as soon as possible.
• Workers should not touch their face. If they must touch their face to don personal protective equipment (PPE), they should wash hands first. Ensure that PPE that touches the face (safety glasses, respirator) has been sanitized with soap and water or disinfectant before donning the PPE.
4.3.2 **Fully Vaccinated Individuals**

Fully vaccinated Triad employees, subcontractors, and visitors are not required to maintain physical distancing while working on-site.

Fully vaccinated individuals must follow the current institutional requirements for mask-wearing found on the [COVID-19 Hub](https://www.lanl.gov/coronavirus) and the additional requirements in section 4.3.1.

Fully vaccinated individuals should continue to wash hands often with soap and water for at least 20 seconds when they get to work, before eating or drinking, before and after using the bathroom, and before leaving the job site.

4.3.3 **Unvaccinated Individuals**

Unvaccinated individuals on-site must:

- Wear a face mask at all times while on-site (indoors and outdoors) and as required in section 4.3.1.
- Maintain physical distancing and minimize time in close contact, and maintain a distance of at least six feet from others whenever possible. If one must be within six feet of other people due to safety or job requirements, the following must be observed:
  - Pre-plan the work to minimize the time and the interactions within six feet.
  - Pre-plan the work to minimize the number of necessary personnel.
  - Perform a pre-job screening and temperature check protocol per the requirements in [Verbal Screening and Temperature Check Protocols](https://www.lanl.gov/coronavirus).

**Note:** Individuals may be within six feet of each other in a transient situation, for example to ride an elevator or enter a facility through security turnstiles.

A physical barrier, such as a cubicle wall or plexiglass shield, approved by the BSO or deployed IH/S professional, may be installed for workspaces to further reduce risk. Six feet of physical distancing is required to be maintained for these workspaces involving unvaccinated individuals.

4.3.4 **Space Occupancy Limits**

Consider the following in determining occupancy limits:

- In-person meetings, conferences, and events must adhere to the participation limit (<50 individuals) in Section 4.1.
- The need to maintain physical distancing for unvaccinated individuals. Unvaccinated individuals must maintain six feet of distancing from others.
- Available square footage and configuration of the workspace.
- Characteristics of the work in an area.
- Completion of a LANL COVID-19 ventilation evaluation. This is a one-time evaluation that is performed by the LANL BSO or a qualified industrial hygienist.
- Consider access points and hallways as pass-through areas.
- Conference rooms, break rooms, and other common spaces will continue to be posted with occupancy limits and rules of use, as appropriate. See Section 7.0 for signage.
• Ensure that auditorium occupancy limits allow for a percentage of unvaccinated people to attend (e.g., 85% fully vaccinated = 85% of the room square footage at normal occupancy; 15% unvaccinated = 15% of the room allows for physically distanced occupancy), not to exceed 50 individuals.

• Exceptions to the occupancy limits must be reviewed by Responsible Line Managers/Facility Operations Directors (RLMs/FODs) with concurrence from the BSO or deployed IH/S professional, and must be approved by the cognizant ALD.


4.4 COVID-19 Testing

In an effort to help keep all employees safe by identifying positive COVID-19 cases early, the Laboratory’s periodic COVID-19 testing program applies to all unvaccinated Triad employees with an approved medical exemption, including those working on-site and full-time teleworkers. Teleworkers may be required to come on-site with little or no-notice. Unvaccinated visitors who are on-site for longer than 10 days are required to obtain an off-site PCR test every week and provide the testing results to their host/sponsor.

Employees who have been fully vaccinated will be tested for COVID-19 if they develop COVID-like symptoms, and/or in accordance with CDC guidance.

Employees must keep their appointment for a COVID-19 test when it is scheduled by the Laboratory. If under extraordinary circumstances, an individual cannot make their scheduled testing time, they must make prior alternative arrangements to complete the COVID-19 test.

**Note**: COVID-19 testing is considered a part of the Laboratory’s fitness for duty program, so employees do not have the option to refuse to take the COVID-19 test. Employees who fail to professionally and fully cooperate when notified for a COVID-19 test by either refusing to be tested, exhibiting confrontational or otherwise inappropriate behavior during a test, or failing to appear for the test without an RLM-approved authorization will be subject to disciplinary action.

**Note**: If an employee reports that they cannot have the Nasopharyngeal (NP) swab, they must present a note to Occ-Med that is from a licensed community provider documenting a legitimate medical contraindication to the NP swab, and Occ-Med must approve the exemption from NP swab collection. There are few contraindications to the NP swab. If Occ-Med agrees that the NP swab is contraindicated, Occ-Med will work with the employee to establish a feasible schedule for alternate testing performed in the community with the results reported to Occ-Med. LANL can only perform NP swabs as that is the only form of sample collection that the HRL laboratory is credentialed to analyze.

4.5 Travel Requirements

4.5.1 General Requirements for Any Out-of-State Travel

• All Triad employees, subcontractors, and visitors returning to or coming to the Laboratory from outside the state must adhere to CDC guidelines before, during, and after travel.

4.5.2 Work-Related Travel

**International**

• International work-related travel must be mission-critical and requires approval by the LDO.

• Employees approved for international travel must:
1) have up to date vaccinations, which includes completion of an initial mRNA vaccination series (e.g., Pfizer or Moderna) or viral vector vaccination series (e.g., Johnson & Johnson) and receipt of all vaccine boosters, as deemed eligible by the CDC

OR

2) otherwise be considered up to date on their vaccinations, by being fully-vaccinated and following all booster recommendations in accordance with the CDC guidance for “People who received COVID-19 vaccine outside the United States.”

Note: Individuals with approved exemptions to the vaccination requirement are not permitted to travel internationally.

• Given the risks associated with international travel, emerging COVID variants, and evolving guidance from the CDC, before leaving for work-related international travel, traveler(s) and RLM(s) must coordinate with the COVID-19 Hotline, and approved travelers, and subcontractors, must develop self-isolation, testing, and a return to on-site work plan consistent with Laboratory guidance.

Domestic

Fully Vaccinated Individuals

• Domestic work-related travel outside New Mexico requires approval by line management.

• Triad employees, subcontractors, and visitors who have been fully vaccinated for COVID-19 are not required to self-isolate before coming on-site upon return from out of state travel or arrival to the state.

• Fully vaccinated employees returning from travel should be especially vigilant when completing the DSA and when monitoring for COVID-like symptoms. They should also avoid working within six feet of others and avoid prolonged meetings (i.e., longer than 45 minutes) with others for the 14-day period of symptom monitoring.

Unvaccinated Individuals

• Official domestic travel should be limited to only necessary mission-critical trips.

• Domestic work-related travel outside New Mexico requires approval from line management and the cognizant ALD (COO if delegated).

Note: It is important for work-related travelers and their RLM to pre-plan the travel to allow necessary time for COVID-19 testing upon return. The timeframe for LANL employees to receive a Laboratory-provided COVID-19 test will be based on testing availability.

• Upon return to New Mexico, unvaccinated individuals must coordinate with their RLM regarding isolation from the work-site; if the RLM requires isolation, the individual must report their isolation to the COVID-19 Hotline. In addition, the individual must obtain a COVID-19 test 5 days after their return to New Mexico, If the test is positive, individuals must contact the COVID-19 Hotline for further guidance on self-isolation and return-to-work.

Note: All self-isolation and testing time intervals start the first day after arrival to the state.

• RLMs may authorize teleworking for an individual who is self-isolating, if possible. If teleworking is not possible, the individual must take vacation or leave without pay.

• Based on urgent mission need, RLMs, with concurrence from the ALD (or COO if delegated) can approve early on-site return of individuals following work-related domestic travel.
However, these individuals must still complete the Daily Self-Assessment before coming on-site.

4.5.3 Personal Travel

• Before any personal international travel, employees should carefully review CDC international travel requirements and recommendations.

• To minimize mission impact and the potential for employees to have to use leave, employees should discuss their personal out-of-state travel plans with their RLMs before leaving for personal out-of-state travel to pre-determine a return to work plan.

Fully Vaccinated Individuals

• Triad employees and subcontractors who have been fully vaccinated for COVID-19 are not required to self-isolate before coming on-site following personal travel.

• Fully vaccinated employees returning from personal travel should be especially vigilant when completing the DSA and when monitoring for COVID-like symptoms. They should also avoid working within six feet of others and avoid prolonged meetings (i.e., greater than 45 minutes) with others for the 14 day period of symptom monitoring.

Unvaccinated Individuals

• Upon return to New Mexico, unvaccinated individuals must coordinate with their RLM regarding isolation from the work-site, if the RLM requires isolation the individual must report their isolation to the COVID-19 Hotline. In addition, the individual must obtain a COVID-19 testing 5 days after their return to New Mexico. If the test is positive, individuals must contact the COVID-19 Hotline for further guidance on self-isolation and return-to-work.

Note: All self-isolation and testing time intervals start the first day after arrival to the state.

• The Laboratory will not provide COVID-19 testing related to any personal travel. LANL employees and subcontractors who obtain a test from an outside source must provide proof of COVID-19 test results and inform the COVID-19 Hotline of a negative COVID-19 test result before returning to work on-site.

• On a case-by-case basis, RLMs can evaluate risk factors and current CDC, state, and local guidance (particularly for international travel), along with the essential nature of the work, and with concurrence from the ALD (COO if delegated) and Occupational Health, can approve individuals for early return-to-work on-site following personal international travel. The RLM must review with the individual the nature of the COVID safety protocols followed while on personal travel and consider the broader implications and risks that might be posed to other individuals and the mission. Even if approved for early return-to-work, these individuals must still complete the Daily Self-Assessment before coming on-site.

• RLMs may authorize teleworking for an individual who is self-isolating, if possible. If teleworking is not possible, the individual must take vacation or leave without pay.

4.5.4 Employees Experiencing COVID-19 Symptoms While on Travel

Triad employees who experience COVID-19 symptoms while on travel outside New Mexico must contact the COVID-19 Hotline and self-isolate. If COVID-19 symptoms worsen, employees should seek guidance from a local urgent care facility and try to get tested. When the employee returns to New Mexico, their return to work on-site must be coordinated through their line manager and Occupational Health via the COVID-19 Hotline. For further guidance on what to do if experiencing COVID-19 symptoms while on travel, see the Laboratory’s internal website, “Resources for On-Site Work” in the COVID-19 Information Page.
5.0 RESPONSE TO CONFIRMED COVID-19 CASE

The Laboratory has provided detailed guidance to all managers on how to handle a positive COVID-19 case. The guidance provides details for a number of topical areas, including:

- What a manager should do if an employee tells them that they have tested positive for COVID-19
- What an infected employee should do and what managers should tell other employees
- What a manager should do if an employee has had a COVID-19 test and the results are pending
- How workspaces will be sanitized after infected employees are sent home
- What to tell an employee who has been in isolation and will be returning to work

The detailed guidance for these, and additional topical areas, are available on the Laboratory’s internal website, “Resources for On-Site Work” in the COVID-19 Information Page.

The COVID-19 Hotline specialists will work with the presumptive positive or confirmed positive employee and determine if there are LANL employees identified as close contacts that warrant testing and/or isolation. The Hotline will determine if other LANL workers, subcontractors, or visitors have been in close contact (less than six feet for more than 3 minutes consecutively or 15 minutes cumulatively in a 24 hour period; in direct contact with mucus or secretions; or in an indoor shared air space such as a conference room for 45 minutes or longer) with a presumptive positive employee, or positive employee, even if face masks have been worn. If close contacts are identified, the COVID Hotline specialists will notify these employees and provide the employees and their line manager with guidance in accordance with CDC recommendations. Managers must not ask additional personnel to self-isolate without coordination with the COVID-19 Hotline specialists, or overrule instructions to self-isolate from the COVID-19 Hotline due to a positive or presumptive positive COVID-19 case.

Note: General instructions for testing and self-isolation are contained in Attachment B. However, individuals must still contact the COVID-19 Hotline, as required by this procedure, to ensure the most up-to-date instructions and information is being provided. Personnel must follow all instructions provided by the Hotline.

The Emergency Management Division, in consultation with the LANL Medical Director and the BSO, has also established cleaning protocols in the event an individual who has worked on-site is presumptive or confirmed positive with COVID-19. There may also be other unique COVID-19-related circumstances or risks that warrant cleaning and disinfecting of affected areas.

6.0 CLEANING SUPPLIES AND PERSONAL PROTECTIVE EQUIPMENT (PPE)

RLMs will plan accordingly and ensure employees are equipped with the cleaning supplies and PPE necessary to execute approved work.

6.1 Cleaning and Disinfecting Supplies

Cleaning and disinfecting supplies include soap, detergent, water, paper towels, and other necessary materials to regularly wipe-down surfaces that are contacted during the course of work. Hand sanitizer manufactured in accordance with U.S. Food and Drug Administration (FDA) requirements must be available at building entrances and throughout workspaces. Disinfectants should also be available as needed, e.g., when the space is occupied by people at increased risk for severe illness from COVID-19. Work may not be performed unless appropriate supplies are provided and readily available during the performance of work. Cleaning materials and
disinfectants may be obtained from the TA-60-2 Warehouse, by working through the FOD, or ordered on a P-Card.

6.2 Personal Protective Equipment

As a part of the work planning and control process, RLMs will identify PPE requirements. After receiving approval for their assigned activity, RLMs can obtain PPE through the normal distribution process. If Tyvek, nitrile gloves, or thermometers are needed, RLMs can contact the TA-60 distribution center for supplies.

Note: If N95 masks are needed, RLM can obtain these through the Deployed Industrial Hygienist Team Lead. N95 masks are distributed by a group’s Deployed Industrial Hygienist.

7.0 OTHER ACTIVITIES – SIGNS, MARKINGS, AND RLM GUIDANCE MATERIALS

The Laboratory provides templates for warning signs and markings to RLMs to reinforce awareness among workers and to avoid undue COVID-19 exposures. The Institutional Worker Environment, Safety, and Security Teams (IWESST) and the Associate Laboratory Directorate for Facilities and Operations (ALDFO) developed the signs and markings and promulgates them as necessary to all organizations via their respective WESST. Templates are available on the Laboratory's internal website, “Editable General Signage Templates.”

Signage will be posted in conference rooms and common areas to limit the number of occupants, based on available square footage. Occupancy limits will be posted for fully vaccinated individuals (no physical distancing required), and for unvaccinated individuals (allow for physical distancing of at least six feet).

In addition to the required training for all employees, the Laboratory provides guidance materials to RLMs to help prepare supervisors and staff to safely perform on-site work activities in accordance with LANL’s COVID-19 Safety Protocols. The guidance materials are available on the Laboratory's internal website, “Resources for On-Site Work” in the COVID-19 Information Page.

8.0 EXCEPTIONS OR DEVIATIONS TO CONTROLS OR REQUIREMENTS

The Laboratory Leadership Team is responsible for reviewing all work activities and controls to ensure that activities can be safely and effectively performed in accordance with COVID-19 Safety Protocols. This includes reviewing associated requirements to identify conflicts between or among policies or where implementing a requirement could have a significant negative impact on the Laboratory’s ability to safely perform on-site work activities.

If current requirements preclude or negatively impact the ability to safely and effectively perform on-site work activities during the COVID-19 crisis, the Leadership Team must propose, and the LDO must approve, an exemption or variance to existing requirements and controls that provides substantially equivalent interim compensatory measures in order for the work to continue. The exemption/deviation and compensatory actions may not introduce an unacceptable increase in environment, safety, health or safeguards and security risk associated with the activity. The Leadership Team will formally document any approved exceptions or variances from requirements, and obtain formal approval as necessary from DOE/NNSA.

9.0 WORK PLANNING AND CONTROL FOR PERFORMING ON-SITE WORK ACTIVITIES

In concert with the LANL Integrated Work Management (P300) and Integrated Work Management for R&D (P300-1), the Laboratory requires a deliberate work planning and control-based approach for the performance and oversight of all on-site work activities under COVID-19 Safety Protocols. In accordance with Laboratory Integrated Work Management requirements, RLMs
have the responsibility, authority, and accountability to plan, validate, coordinate, approve, execute, and close out on-site work activities performed in accordance with COVID-19 Safety Protocols. Work Supervisors and Persons-in-Charge (PICs) are responsible for facilitating the release of the work within facility-specific and COVID-19 Safety Protocols.

The Laboratory’s deliberate work planning and control-based approach for the performing work on-site under COVID-19 Safety Protocols includes:

- Application of the hierarchy of controls when addressing hazards
- Required daily Pre-Job Briefings
- Adherence to work planning and control procedures
- Continual operational awareness of conditions and equipment
- Open communications
- Routine management and supervisory engagement
- End-of-day reviews
- Review and incorporation of lessons learned

**Note:** Consistent with a graded approach, the RLM, in consultation with the ALD, has the discretion in authorizing low hazard incidental work or site access. Incidental work, or incidental site access, is defined as low hazard work where COVID-19 Safety Protocols can be met, such as an office setting. In the case of incidental work, employees are required to complete required training, obtain approval from their RLM, complete the self-assessment required in section 4.2, and abide by the COVID-19 Safety Protocols provided in section 4.3 of this document. Employees must pause work when COVID-19 Safety Protocols cannot be met and immediately notify their supervisor.

The following provides the requirements for performing all non-incidental on-site work activities in accordance with COVID-19 Safety Protocols. Additional site or work-activity specific requirements may also be implemented by RLMs.

### 9.1 Pre-Activity Preparation

Before an activity begins on-site, RLMs will coordinate with their respective division and directorate management to identify and obtain approval for the activity to be performed, identifying the necessary staff, including all supporting personnel, and the proposed duration. Supporting personnel to consider for the activity include environment, safety, health, quality, and safeguards and security, facilities (i.e., maintenance and infrastructure), custodial, craft, business and administrative, and subcontractors. The RLM will also inform the associated FOD of the intent to perform an on-site work activity and engage the FOD as necessary in pre-activity preparations.

**Note:** In performing the activity review, managers need to consider the potential risk and impacts to the activity should employees test positive for COVID-19 during the course of the work, including the need for resiliency in staffing. If appropriate, work schedules must be adjusted (i.e., staggered schedules) to minimize the impact of this high probability risk.

In preparing for the on-site activity, RLMs must, as applicable:

- Ensure the COVID-19 Safety Protocols can be applied, PPE is defined, and management and supervision engagement and oversight expectations are available for the specific activity.
COVID-19 Safety Protocols cannot be by-passed, disregarded, or overridden for the sake of programmatic or operational need. If an activity is not compatible with COVID-19 Safety Protocols as initially planned, it may not be performed until additional controls can be developed and implemented.

- Ensure adequate supplies and determine staging locations for PPE and cleaning/disinfectant supplies. If adequate and reasonably sustainable supplies and materials cannot be obtained or ensured for the proposed duration of the activity, then the activity may not be performed.

- Evaluate all applicable activity IWDs, hazard analyses, work plans, work procedures and packages, etc. for compatibility with COVID-19 Safety Protocols. RLMs, supervision, and staff work together to prepare/adjust hazard analyses and associated work planning and control documentation (IWDs, etc.) to ensure the activity can be sustainably performed safely in accordance with COVID-19 Safety Protocols. This review must include potential maintenance activities as well as safe shutdown procedures in the event of an emergency.

  - Note: During this joint review, it is important to be mindful to cultivate a questioning attitude to anticipate what might go wrong. Identify the potential impediments to safely performing all aspects of the work in accordance with COVID-19 Safety Protocols.

- Define expected status/conditions for each activity, equipment and systems, including all programmatic and facility safety systems and include in pre-job briefs, as appropriate. Note that the Laboratory’s transition to reduced on-site operational status occurred in a short period of time with minimal documentation of status and that conditions may have changed. It is important to define what to expect and then systematically validate the expected conditions.

- Obtain and post standard signage and implement markings where useful (i.e., safe physical distancing spacing floor markings for unvaccinated individuals) to support and reinforce COVID-19 Safety Protocols.

- Ensure workers have completed the COVID-19 required training. Management and supervision needs to ensure all involved with an on-site work activity are familiar with all relevant controls, potential impediments, and mitigations.

- Setup/stage PPE, cleaning/disinfectant supplies, and establish locations for pre-job briefings and end of day briefs.

- Determine the best method to conduct a pre-job briefing and end-of-day review with supervisors and staff. This could be done remotely, or in small teams, or outdoors on-site.

### 9.2 On-Site Work Activities (First time for a given activity)

RLMs must:

- Conduct a pre-job briefing that includes COVID-19 Safety Protocols and other work planning and control changes/adjustments. See OSH-ISH-QTG-034, Quick Take Guide, LANL COVID-19 Controls, for a COVID Pre-Job Brief template. The RLM and work supervisor/PIC must participate in the pre-job briefing. During the briefing, the RLM, with necessary assistance from the work supervisor/PIC, asks each team member to confirm that they have completed the Daily Self-Assessment.

- If required, determine a stop time or point in the work plan for the day. All workers will suspend the activity for the day at the determined stop time or point and place activity in safe configuration.

- Following the pre-job briefing, perform any final activities and a work-site walk-through. During the walk-through, the RLM and work supervisor/PIC jointly validates the expected condition assessment of equipment and systems. Ensure the activity can be performed in accordance
with work planning and control and COVID-19 Safety Protocols. If the validation shows the work cannot be accomplished within controls as expected, PAUSE, and reevaluate and adjust as appropriate. If the activity cannot be performed within controls as expected, the activity may not be performed

- If the activity walk-through and condition validation demonstrates work can be performed safely within all controls, work may then proceed and the RLM informs the FOD of the start of activities.
- The RLM, with the assistance of work supervisor/PIC, monitors work activities to ensure that work is routinely being performed in accordance with all work planning and controls, including COVID-19 Safety Protocols. If work cannot be performed within controls, work must be PAUSED, reevaluated, and adjusted as appropriate. All involved personnel must be informed of any adjustments before work may proceed. If the RLM or work supervisor/PICs determine the activity cannot be performed within controls as expected, then the activity may not be performed.
- At the pre-determined work stop time or point, RLM, work supervisor/PIC, and workers will conduct an End-of-Day briefing/feedback session. Lessons learned will be reviewed for incorporation into continuing work the following day.

9.3 Continuing On-Site Work Activities

The RLM or designee must regularly monitor work activities to ensure that work is routinely being performed in accordance with all work planning and control and COVID-19 Safety Protocols. If work cannot be performed within controls, work must be PAUSED, reevaluated, and adjusted as appropriate. All involved personnel must be informed of any adjustments before work may proceed. If the RLM or work supervisor/PIC determines the activity cannot be performed within controls as expected, then the activity may not be performed.

RLMs are expected to use the Management Observation and Verification (MOV) system to document their regular oversight activities. If supplies and materials cannot be sustainably maintained, the activity must be suspended until sustainability can be ensured. If the COVID-19 Safety Protocols are proving to be too much of an obstacle to safely and successfully execute mission objectives, then the RLM and directorate management must re-evaluate if the work should continue to be performed.

10.0 RESPONSIBILITIES

10.1 Laboratory Director

- Establishes this document and holds the Laboratory Leadership Team accountable for implementation.
- Works with DOE/NNSA as appropriate to declare changes in overall Laboratory operational status.

10.2 Laboratory Directors Office (LDO)

- Sponsors, oversees, and determines overall mission critical and operations functions using guidance and requirements provided by DOE/NNSA.
- Serves as the work risk-acceptance body on behalf of the Laboratory.
- Coordinates identification and management of cross-organization needs and resources.
- Approves temporary deviations from or exemptions to existing requirements and controls.
10.3 **Associate Laboratory Directors (ALDs)**

- Ensure that management, supervisors, and staff within their directorates are aware of, and adhere to, this document.
- In addition to the minimum requirements within this document, establish site and organizational specific methods and approaches for releasing and performing work activities in consideration of the nature of the work, COVID-19 risk factors and Safety Protocols, PPE requirements, institutional, site, and community conditions, and evolving employee return to work procedures.
- Using a graded approach, review and approve work activities to be performed in accordance with this document.
- Identify and obtain necessary approval from the LDO and DOE/NNSA for temporary deviations from or exemptions to existing requirements and controls and provide substantially equivalent interim compensatory measures to ensure safe and effective performance of work activities in accordance with COVID-19 Safety Protocols.

10.4 **Medical Director**

- Serves as the public health officer for the Laboratory.
- Serves as the medical subject matter expert for all Laboratory stakeholders.
- Provides medical oversight for employee fitness for duty procedures, including COVID-19 testing procedures.
- Provides medical consultation to the Laboratory Leadership Team on the safety of resumption of operations based on the pandemic case incidence curve and pandemic modeling.
- Provides medical consultation on lab-wide work practice safety requirements for the minimizing spread of exposure.
- Provides medical oversight for response to confirmed COVID-19 cases in the workplace.
- Reviews and makes final determinations for medical exemption requests.

10.5 **Biological Safety Officer**

- Provides evaluations of work practices where a concern for COVID-19 exists.
- Conducts workplace walk-downs of work activities, as required, when the COVID-19 Safety Protocols cannot be implemented.
- Provides oversight and guidance to Industrial Hygienists that evaluate work practices and conduct workplace walk-downs where concerns for COVID-19 exists.

10.6 **Emergency Management Division**

- Provides all hazards incident management and coordination at the Laboratory to include the overall response to COVID-19 related incidents in accordance with EMD-PLAN-100, LANL All-Hazards Emergency Management Plan; EMD-PLAN-600, Los Alamos Continuity of Operations Plan; and SEO-COOP-001, LANL/NA-LA Infectious Disease/Pandemic Plan.
- Manages and staffs the LANL COVID-19 Hotline in collaboration with Occupational Health.

10.7 **Human Resources Division**

- Manages the religious exemption process.
10.8 Responsible Line Managers

- Rigorously perform all preparations and oversight for work activities included in this document implementing the requirements in P300/300-1 and utilizing the hierarchy of controls.
- Ensure all work activities can be performed safely in accordance with COVID-19 Safety Protocols and that required cleaning supplies and PPE are available.

10.9 Facility Operations Directors

- Coordinate custodial support.
- Provide any required EOSC notifications of work on-site.
- Provide support to RLMs for SME support and site walk downs.
- Provide custodial support to clean and disinfect common areas, turnstiles, entry areas, restroom, and kitchen areas.

10.10 LANL Workers, Subcontractors, and Visitors

- Adhere to all COVID-19 Safety Protocols and requirements of this policy in the performance of on-site work activities.

11.0 IMPLEMENTATION

The requirements in this document are effective on the effective date.

12.0 HISTORY

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<thead>
<tr>
<th>Revision History</th>
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<tbody>
<tr>
<td>04/30/20</td>
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<td>05/08/20</td>
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<td>05/14/20</td>
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<td>05/22/20</td>
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### Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Document Version</th>
<th>Description</th>
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| 06/08/20   | POL1201-6, Rev. 3| Section 4.2, Stipulated that maximum occupancy limit for auditoriums is 10% capacity while maintaining six feet between individuals.  
Updated requirements for individuals in a transient situation, (e.g., in an elevator or in a security turnstile).  
They can be within six feet of each other in a transient situation provided they wear face coverings and the duration is less than 10 minutes.  
Section 4.3 Travel Requirements: Updated travel requirements regarding travel outside of New Mexico.  
Updated Attachment A, Return-to-Worksite Screening Daily Self-Assessment. |
| 06/17/20   | POL1201-6, Rev.4 | Section 4.1.2: Clarified requirement to call the COVID-19 Hotline.  
Revised language in daily Self-Assessment form for clarity. |
| 06/18/20   | POL1201-6, Rev.4 Admin. Chg. 1 | Updated hyperlinks. |
| 06/24/20   | POL1201-6, Rev.5 | Section 3.0: Added the following to the last paragraph:  
“As of May 15, 2020”.  
Section 3.0: Adjusted percentages, i.e., “70% of the Laboratory workforce is teleworking and 30% is supporting work on-site”.  
Section 4.2: Replaced “All Employees” with “All employees, subcontractors, visitors, and guests”.  
Sections 4.3.2 and 4.3.4: Removed option for COVID-19 elective testing at NMDOH. |
| 07/06/20   | POL1201-6, Rev.6 | Section 4.3.3: Updated requirements for self-isolating when traveling outside of New Mexico: “regardless of transportation mode”.  
Updated Daily Self-Assessment Checklist. |
| 07/13/20   | POL1201-6, Rev.7 | Section 3.0: Updated date that the Laboratory began an operational status of Limited Operations to July 9, 2020.  
Also, updated the percentage of employees working on-site as compared with employees teleworking.  
Section 4.3.3: Updated requirements for out-of-state travel. |
### Revision History

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<tr>
<td>07/21/20</td>
<td>POL1201-6, Rev.8</td>
<td>Section 4.2: Expanded face covering requirements while on-site. Added requirement to immediately isolate and call COVID-19 Hotline. Section 7.0: Added that sign templates are available on LANL's internal website. Section 9.1: Specified that COVID-19 safety protocols may not be disregarded for the sake of programmatic or operational need. Attachment A: Removed COVID-19 Hotline hours of operation.</td>
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<tr>
<td>08/05/20</td>
<td>POL1201-6, Rev.9</td>
<td>Section 4.3.1: Added a note requiring new hires arriving from out of state to self-isolate for 14 days before coming on-site.</td>
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<tr>
<td>09/24/20</td>
<td>POL1201-6, Rev.10</td>
<td>Added clarifying language throughout document. Section 3.0: Updated Laboratory's operational status. Section 4.1: Deleted note. Section 4.2: Added additional information on types of masks/coverings that are allowed. Section 4.3.3: Added direction that RLM should consider current State of New Mexico travel restrictions when evaluating risk factors for employees returning to work after personal travel. Section 9.3: Added paragraph on sustainable activity. Attachment A: Checklist updated.</td>
</tr>
<tr>
<td>09/28/20</td>
<td>POL1201-6, Rev.10, Admin. Chg. 1</td>
<td>Corrected Question 2 on Self-Assessment to refer to Question 4 rather than Question 5.</td>
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<tr>
<td>11/13/20</td>
<td>POL1201-6, Rev.11</td>
<td>Section 3.1: Subcontractors, visitors, and guests included in self-monitoring practices. Section 4.0: Deleted Note. Section 4.1: Added Note for required notification to the COVID-19 Hotline. Section 4.2: Clarified rules for immediate isolation. Clarified language for breakroom limits. Stipulated no eating or drinking during in-person meetings. Section 4.3.1: Clarified self-isolation rules for work-related travel outside of New Mexico Section 4.3.3: Clarified self-isolation rules for personal travel outside of New Mexico. Section 4.4: Added section. Revised Daily Self-Assessment.</td>
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<tr>
<td>11/16/20</td>
<td>POL1201-6, Rev.12</td>
<td>Section 4.3.2: Clarified self-isolation rules for out-of-state subcontractors, visitors, and guests coming on-site to the Laboratory. Updated Daily Self-Assessment.</td>
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# Revision History

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<td>11/18/20</td>
<td>POL1201-6, Rev.12 Admin. Chg.1</td>
<td>Section 4.4: Clarified number of participants allowed at a gathering. Updated Daily Self-Assessment.</td>
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<tr>
<td>01/04/21</td>
<td>POL1201-6, Rev.13</td>
<td>Section 3.0: Updated percentage of Laboratory employees teleworking to 65%. Section 4.2: Added language regarding physical barriers and face coverings. Section 4.3: Added language regarding self-isolation requirements for work-related travel outside of New Mexico and for out-of-state subcontractors, visitors, and guests and specified the exceptions to those requirements. Clarified that self-isolation begins the day after a person returns to New Mexico. Added language regarding isolation and monitoring requirements for persons returning from out of state. Updated hyperlinks.</td>
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<tr>
<td>02/18/21</td>
<td>POL1201-6, Rev.14</td>
<td>Added Sections 4.3.1, <em>International Travel</em> and 4.3.2, <em>Domestic Travel</em>. Updated Daily Self-Assessment.</td>
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<tr>
<td>02/19/21</td>
<td>POL1201-6, Rev.14 Admin. Chg. 1</td>
<td>Corrected typo in Daily Self-Assessment.</td>
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<tr>
<td>04/07/21</td>
<td>POL1201-6, Rev.15</td>
<td>Section 3.0: Removed Figure 1. Sections 4.2, 4.3.2: Updated to include guidance for those who have been fully vaccinated. Section 7.0: Clarified requirements for eating and drinking. Section 10.0: Added phrase ‘full on-site operations capability.’ Attachment A: Added guidance on those who have been fully vaccinated.</td>
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<tr>
<td>04/30/21</td>
<td>POL1201-6, Rev.16</td>
<td>Section 4.2: Added recommendations for safe tool use and occupancy limits. Section 4.3: Clarified travel requirements. Section 5.0: Clarified definition of “close contact.” Section 6.2: Specified that N95 masks are distributed by a Deployed Industrial Hygienist. Section 11.8: Added provision for Facility Ops. Directors to provide custodial support to clean common areas.</td>
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<tr>
<td>05/18/21</td>
<td>POL1201-6, Rev. 17</td>
<td>Section 4.2: Updated face-covering requirements. Added information for fully vaccinated and unvaccinated individuals. Added space occupancy limits for meetings. Section 4.3: New section, COVID-19 Testing. Renumbered remaining sub-sections.</td>
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<td>Section Changes</td>
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<tr>
<td>5/21/21 POL1201-6, Rev. 17 Admin. Chg. 1</td>
<td>Section 4.4.3: Third bullet, changed “section 4.3.1” to “section 4.4.1.”</td>
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| 06/07/21 POL1201-6, Rev. 18 | Section 4.2.1: Clarified social distancing requirements for fully vaccinated individuals.  
Section 4.2.2: Clarified requirements for unvaccinated individuals including subcontractors, visitors, and guests.  
Section 4.2.3: Specified that a COVID-19 ventilation evaluation is a one-time evaluation. Clarified requirements for space-occupancy limits in auditoriums. Changed the occupancy limit to 33% of capacity. Clarified break-room requirements for unvaccinated individuals.  
Section 4.3: Changed “random testing” to “periodic testing.” Added to note, indicating appropriate behavior regarding COVID-19 testing.  
Section 7.0: Added that occupancy limits will be posted in conference rooms and common areas. Attachment A: Changed “random testing” to periodic testing.” |
| 07/01/21 POL1201-6, Rev. 19 | Correction: Issue date for Rev. 18_Admin. Chg. 1 should be 06/22/21.  
Section 3.1: Clarified factors for the Laboratory’s phased approach to full-time on-site operations.  
Section 4.1: Added “vaccinated and unvaccinated” regarding the Daily Self-Assessment.  
Section 4.2.3: Clarified space occupancy limits.  
Section 4.3: Added note regarding people who cannot take the Nasopharyngeal swab testing.  
Section 4.4.2: Clarified requirements for domestic work-related travel.  
Section 6.2: Deleted paragraph regarding PPE distribution. |
## Revision History

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<tr>
<td>08/17/21</td>
<td>POL1201-6, Rev. 20</td>
<td>Throughout document added information on NAAT testing. Section 1.0: Added definitions for &quot;Fully Vaccinated&quot; and &quot;Unvaccinated.&quot; Section 4.2.1: Created section titled &quot;Face Mask Use&quot; and consolidated/updated information from elsewhere the document. Renumbered subsequent sections and updated their information (4.2.2, 4.2.3, and 4.2.4). Section 4.4 and subsections updated. Section 5.0 Updated to clarify that Hotline personnel will make recommendations to close-contact individuals and RLMs in accordance with CDC guidance. Section 6.1: Clarified manufacturing requirements for hand sanitizer. Attachment A: Daily Self-Assessment updated—Note removed from &quot;Exposure to Others&quot;.</td>
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<td>09/03/21</td>
<td>POL1201-6, Rev. 21</td>
<td>Attachment A: Updated to remove manager verification of the employee’s DSA completion. Updated travel-related rule for unvaccinated employees. Updated pregnancy risk condition.</td>
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<td>10/07/21</td>
<td>POL1201-6, Rev. 22</td>
<td>Issued as a PROVISIONAL document until October 15, 2021. Throughout document rearranged some sections to improve flow of information. Section 1.0: Added definition of acceptable COVID-19 test. Section 2.2: Clarified applicability statement. Section 4.0: Updated information regarding mandatory vaccines and approved exemptions for employees. Section 4.2.1: Updated information regarding vaccines or proof of a negative COVID-19 test conducted within the three (3) days prior to coming on-site for all other on-site workers (e.g., subcontractors, visitors, etc.). Section 4.4: Updated applicability for LANL COVID-19 testing program. Section 4.5: Streamlined travel section and removed references to new hires. Section 11.0: Updated responsibilities.</td>
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<tr>
<td>12/03/21</td>
<td>POL1201-6, Rev. 23</td>
<td>Section 4.3.1: Clarified requirements for acceptable face masks. Added Reference section and renumbered remaining sections.</td>
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<td>01/19/22</td>
<td>24</td>
<td>Section 4.0: Updated vaccination requirements for students.</td>
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<td>Section 4.2.1.a: Added new section updating international visitor approvals and associated visitor vaccination/booster requirements.</td>
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<td>Sections 4.2.2 and 5.0: Added Note regarding new Attachment B.</td>
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<td>Section 4.3.1: Updated/clarified acceptable mask requirements.</td>
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<td>Section 4.5.2: Updated work-related international travel approvals and associated traveler vaccination/booster and other requirements.</td>
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<td>Section 4.5.3: Clarified first bullet under “Unvaccinated Individuals.”</td>
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<td></td>
<td>Attachment A: Updated instructions under “Exposure to Others” and “COVID-Like Symptoms/COVID Testing”.</td>
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<td>Added new Attachment B and included pointers in body of document.</td>
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<td>01/31/22</td>
<td>25</td>
<td>Updated Attachments A and B.</td>
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<tr>
<td>02/03/22</td>
<td>26</td>
<td>Updated Item #1 on Attachment A, Daily Self-Assessment.</td>
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<tr>
<td>02/07/22</td>
<td>27</td>
<td>Updated Attachment A, Daily Self-Assessment, Item #4.</td>
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### 13.0 REFERENCES

**Prime Contract**

- [Clause H-44](#), Paid Leave under Section 3610 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to Maintain Employees and Subcontractors in a Ready State (March 2021)
- [Clause H-46](#), Coronavirus (COVID-19) Vaccine

### 14.0 ATTACHMENTS

Attachment A. *Return-to-Worksite Screening Daily Self-Assessment*

Attachment B *Testing and Isolation Requirements*

### 15.0 CONTACT

Office of Mission Assurance and Prime Contract
Telephone: (505) 606-2222
**Worker Instructions:** Complete this Daily Self-Assessment every day before you come to work on-site at LANL.

### COVID-Like Symptoms/COVID Testing
If you answer “YES” to any questions in this section (#1 thru #3 below) or you are unsure how to respond, you must contact the LANL COVID-19 Hotline at 505-606-2667 for guidance. DO NOT come on-site until approved to do so by the COVID-19 Hotline.

1. Do you have a COVID-19 test result pending that was collected for COVID-like symptoms that you have not reported to the LANL COVID-19 Hotline?

2. Have you received positive test results for COVID-19 in the past ten days that you have not reported to the LANL COVID-19 Hotline?

3. Have you experienced any of the following NEW symptoms in the past ten days?
   - a. Fever or chills
   - b. Temperature of 100.0 degrees F or higher
   - c. New loss of taste or smell
   - d. Cough
   - e. Shortness of breath
   - f. Fatigue
   - g. Muscle or body aches
   - h. Headache
   - i. Sore throat
   - j. Congestion or runny nose
   - k. Nausea, vomiting or diarrhea

### Exposure to Others
In the past ten days, have you had an unreported exposure (three minutes or longer, closer than six feet) to anyone diagnosed with COVID-19 within the ten days before or the three days after your exposure? If “YES”, you must follow the applicable directions below.

- a. If you have symptoms, immediately isolate from the workplace and contact the LANL COVID-19 Hotline.
- b. If you do not have symptoms and are up-to-date on your vaccinations (i.e., have received all CDC recommended booster doses for which you are eligible), contact your Responsible Line Manager (RLM).
- c. If you do not have symptoms but are NOT up-to-date on your vaccinations (i.e., have NOT received all CDC recommended booster doses for which you are eligible), and have not tested positive for COVID-19 in the previous 90 days, immediately isolate from the workplace and contact your RLM.
This attachment provides general instructions for testing and self-isolation. However, individuals must still contact the COVID-19 Hotline, or your responsible line management, as required by this procedure, to ensure the most up-to-date instructions and information is being provided. Personnel must follow all instructions provided by the COVID-19 Hotline and their line management.

**Note:** There may be special circumstances for which different instructions are provided by the COVID-19 Hotline. In these cases, the instructions from the COVID-19 Hotline must be followed.
## Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Isolation*</th>
<th>Symptom Monitoring</th>
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</table>
| 1. If you were exposed to COVID-19, have no symptoms, and are eligible for a booster** but have not received a booster (i.e., fully vaccinated but vaccination not up to date) | - If you tested positive for COVID within the last 90 days, follow instructions for Criteria # 3 (below). Otherwise:  
  - Isolate immediately and contact your RLM.  
  - After five full days obtain a PCR test. Your RLM will schedule the test by emailing covidpresumptivetest@lanl.gov.  
    - if test result is negative, you may return to work onsite and continue with symptom monitoring.  
    - if test result is positive, follow instructions for Criteria # 5 (below).  
  - Avoid travel for ten days. | - Symptom monitor for ten days  
  - If any symptoms develop, follow the instructions for Criteria #4 (below) |
| 2. If you were exposed to COVID-19, have no symptoms, and have received a booster OR are not yet eligible for a booster** (i.e., up to date vaccination) | - Isolation is not required, however if you can work remotely that is encouraged.  
  - If you do work onsite, wear effective masks and limit time around others as much as possible.  
  - Contact your RLM to report the exposure.  
  - After five full days obtain a PCR test. Your RLM will schedule the test by emailing covidpresumptivetest@lanl.gov.  
    - if test result is negative, continue with symptom monitoring.  
    - if test result is positive, follow instructions for Criteria # 5 (below).  
  - Avoid travel for ten days. | - Symptom monitor for ten days  
  - If any symptoms develop, follow the instructions for Criteria #4 (below) |
| 3. If you were exposed to COVID-19, have no symptoms and had confirmed COVID-19 within the past 90 days using a viral test | - Isolation is not required, however if you can work remotely that is encouraged.  
  - If you do work onsite, wear effective masks and limit time around others as much as possible.  
  - Contact your RLM to report the exposure.  
  - Avoid travel for ten days. | - Symptom monitor for ten days  
  - If any symptoms develop, follow the instructions for Criteria #4 (below) |
| 4. If you have COVID-like symptoms, regardless of vaccination status | - Isolate immediately and contact the COVID Hotline.  
  - Obtain a PCR test as soon as possible, unless you have tested positive for COVID-19 in the previous 90 days.  
  - If you have tested positive for COVID-19 in the previous 90 days, follow COVID-19 Hotline guidance which may include rapid antigen testing.  
  - Isolate until test results are available and released by the COVID-19 Hotline.  
  - Limit time around others and avoid travel until a negative test result is obtained or you are cleared by the COVID-19 Hotline.  
  - If your test result is positive, follow instructions for Criteria #5 (below). | - Symptom monitor for ten days  
  - If any symptoms develop, follow the instructions for Criteria #4 (below) |
| 5. If you tested positive for COVID-19, regardless of vaccination status | - Isolate immediately and contact the COVID-19 Hotline.  
  - Isolate from the worksite for at least five days and until:  
    - You are fever free for at least 24 hours without fever reducing medication;  
    - You are asymptomatic, or symptoms are consistently improving; and  
    - You provide a negative antigen test on or after day five or as directed by the COVID-19 Hotline:  
      - If your antigen test is positive, you must isolate for a full ten days.  
      - If you are moderately to severely ill with COVID-19, you may be asked to isolate for 10–20 days.  
    - Limit time around others for ten days.  
    - Avoid travel for ten days. | - Symptom monitor for ten days  
  - If any symptoms develop, follow the instructions for Criteria #4 (below) |

*Calculating isolation:
- Exposure: Day 1 is the first full day after your last contact with a person who has had COVID-19.
- Positive test: Day 1 is the first full day after your symptoms developed or if asymptomatic the first full day after your test specimen was collected.

**Booster eligibility as defined by CDC [“COVID-19 Vaccine Booster Shots”](https://www.cdc.gov/vaccines/vaccineschedules/hcp/booster.html)