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Process:

When social distancing cannot be maintained, Responsible Line Managers (RLMs) will work with their deployed IH/S professionals to perform an assessment to evaluate work activities and determine the appropriate control strategy, listed below. Face masks/coverings and gloves can be obtained at the TA60 warehouse. When N95 masks are indicated as face masks/coverings, they can be obtained from the Occupational Safety & Health Deployed Services (OSH-DS) team leads.

Note: LANL has obtained various types of face masks/coverings to comply with the CDC guidance. It is recommended the users select a face mask/covering based on fit, comfort, and/or IH evaluation. Face masks/coverings are intended to prevent a potentially infected person from spreading the virus in the work environment, and therefore, it is important not to use a face mask/covering with an exhalation valve.

Required General Controls

- Practice social distancing offsite and on site.
- Utilize the buddy system to hold each other accountable for healthy habits.
- Do not touch your face.
- Wash your hands often.
- Use hand sanitizer where / when you cannot wash hands. Wash hands as soon as possible.
- Clean / disinfect surfaces frequently. Include break areas, lunchrooms, and conference rooms.
- Do not share tools.
- You may bring your own face masks/coverings.
- Tape X's 6-ft. apart to assist employees in maintaining social distancing.
- Wash hands before donning and after doffing PPE and face masks/coverings.
- Do not share PPE. If PPE is shared, see OSH-ISH-QTG-028 *Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators*.
- All employees will be provided a face mask/covering for use on site. Wear either a LANL-provided face masks/coverings or a personally-owned facemask/covering (without an exhalation valve) at all times while on-site, including while exercising. Exceptions: when an individual is alone in an individual office or vehicle, when eating, when wearing respiratory protection for other hazards associated with the work, or for outdoor work when heat stress is a potential hazard.

Note: When eating, employees must ensure they maintain at least 6-ft. distancing at all times

Note: Individuals must remove their face mask/covering temporarily if a Laboratory Security Officer requests them to do so. When removing the face mask/covering, be sure to observe social distancing of at least 6-ft.

- A physical barrier (e.g., cubicle wall, portable shield, etc.) is acceptable for areas where individuals are less than 6-ft apart.
- Respiratory protection that is required by the work control document takes precedence over face masks/coverings.

Recommended Controls, in addition to general controls, for areas where physical barriers cannot be utilized, and social distancing cannot consistently be maintained (less than 6-ft.)

- Perform health checks (OSH-ISH-QTG-030, *Verbal Screening and Temperature Checks Protocol*).
- Minimize time closer than 6-ft through work pre-planning.
- Wear eye protection.
- Wear nitrile or latex gloves when interaction with customers or public is necessary, or when touching multiple shared surfaces without ability to wash hands or use hand sanitizer.

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NOTE: when analyzing the COVID-19 hazard for work steps, pay particular attention to work steps that include:

- Brief periods of distances of 3 – 6-ft. between two workers.
- Any periods of distances of less than 3-ft. between workers.
- Direct exchange of material (e.g., paper, badge).
- Implemented controls for safety or health hazards associated with the activity that may conflict with distancing guidelines (e.g., two-person lifting, confined spaces or small enclosed areas).
- Less than adequate general ventilation.
- Areas where customers or other outside personnel may be present (e.g., conference rooms, waiting areas, admin. counters).
- Location and availability of hand washing facilities.

Donning and Doffing Face Masks/Coverings (Note: re-use of disposable face masks is expected to maintain supplies)

1. To don a face mask/covering:

- a. Wash hands for at least 20 seconds, or use hand sanitizer.
- b. Grasp the face mask/covering by the ear loops, upper ties, or front (if double elastic).
- c. Place the face mask/covering over the face.
- d. **Ear-loop face mask/covering:** secure the ear loops behind the ears. Secure the face mask/covering.
- e. **Tie-back face mask/covering:** secure the upper ties behind the head. Secure the lower ties behind the head.
- f. **Double-elastic band face mask/covering:** cup the face mask/covering in your dominate hand, allowing the straps to dangle freely. Take the bottom strap and place it at the base of the neck. Place the face mask/covering over the nose and mouth by firmly pressing the nose clip (if present) over the nose and tucking the bottom of the face mask/covering securely over the chin. Take the top strap and place it at the top crown of the head.

2. To remove a face mask/covering with intent to reuse:

- a. Wash hands for at least 20 seconds, or use hand sanitizer.
- b. **Ear-loop face mask/covering:** remove the face mask/covering by holding the ear loops or elastic. Remove the face mask/covering slowly and carefully.
- c. **Tie-back mask/covering:** remove the face mask/covering by untying lower ties first. Untie the upper ties last. Remove the face mask/covering slowly and carefully. Ensure that ties do not fall into the clean interior side of the face mask/covering.
- d. **Double-elastic band face mask/covering:** without touching the face mask/covering, slowly lift the bottom strap from around your neck up and over your head. Lift off the top strap. Do not touch the face mask/covering.
- e. After removing the face mask, visually inspect the face mask. Discard face mask if crushed, damaged, wet, or difficult to breathe through. Hang used face masks in a designated storage area or keep them in a clean, breathable container such as a paper bag between uses. To minimize potential cross-contamination, store face masks so that they do not touch each other and ensure the name of the person using the face mask is clearly identified. Storage containers should be disposed of or cleaned regularly.
- f. Wash hands again for at least 20 seconds, or use hand sanitizer. If hand sanitizer is used, wash hands as soon as possible.
- g. In the event of an incident where a worker comes into contact with a radiological, biological, or chemical contaminant, and the worker is wearing a face mask/covering per LANL's COVID-19 requirements, the face mask/covering should be immediately removed as soon as possible, and disposed of as contaminated clothing.

Note: See also [OSH-ISH-QTG-028](#), *Quick Take Guide Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators*.