

The University of Rochester Laboratory for Laser Energetics (LLE) developed this **COVID-19 Workplace Safety Policy** in consultation with the UR COVID-19 Task Force. It applies the University's guidelines to our unique work environment and applies to all personnel working in the LLE. LLE will update this policy as conditions change or when official guidance changes.

Our ability to advance LLE's scientific mission depends on every employee following these guidelines. There will be no exceptions.

Contact LLE Chief Safety Officer Doug Jacobs-Perkins (djac@lle.rochester.edu) or Safety Officer Karen Cera (kmonroe@lle.rochester.edu) if you have questions.

Safety first:

All work performed at LLE must follow LLE's COVID-19 guidelines (below) and be consistent with LLE Safety Training. Even during times of reduced staffing, use of the buddy system when working in a hazardous environment is mandatory.

Access to LLE premises:

To re-emphasize -There are no exceptions to the procedures, guidelines and behavior presented below for everyone who has access to the Laboratory:

1. All LLE employees and visitors must complete mandatory LLE Safety Training and quiz (G_015) before entering the lab, including acknowledging that they will follow this policy.
2. Do not remove supplies from LLE (including but not limited to hand sanitizer, sanitizing wipes, face masks, gloves, etc.) for personal use without Group Leader authorization.
3. Everyone working on-site must complete a daily "Dr. Chat Bot" Symptom Assessment Survey before entering LLE.
 - a. Follow the instructions resulting from the survey.
 - b. A University Health Service (UHS) medical professional will contact persons who answers "Yes" to any question.
 - c. UHS will determine when sick or symptomatic employees may return to work.
 - d. UHS will send a report to LLE Administration indicating who completed the survey.
4. Any employee living with someone who has tested positive for, or exhibited symptoms of, COVID-19 must get medical clearance from UHS before returning to work.
5. Immediately transfer responsibility to a qualified person and leave the premises if you develop COVID-19 symptoms (e.g., fever, cough, difficulty breathing, sore throat, body aches).
6. Please promptly inform your Group Leader if you develop symptoms or are diagnosed with COVID-19 after work at LLE resumes.
7. Undergraduate research at LLE is suspended until further notice (exceptions require Director approval).
8. Graduate research and co-op employment are permissible if done in compliance with this policy.
9. Visitors who enter the building beyond the reception desks shall abide by this policy
10. LLE employees are required to follow the [UR Travel Guidelines](#).
11. Do not prop open fire doors and doors that serve as safety barriers; you may prop open other interior doors (restrooms on case-by case basis); contact a Safety Officer if unsure.
12. LLE will provide all Personal Protective Equipment (surgical masks, gloves), cleaning, and sanitation supplies required to implement this policy
13. O&M will clean high-touch points at least once per day (weekdays).

Personal responsibilities:

1. ***PROTECT YOURSELF*** and your loved ones - Apply social distancing concepts, mask use, hand hygiene, and avoid touching your face, regardless where you are.
2. Wear a face mask in all common and public areas (e.g., hallways, restrooms, break areas), any time that social distancing is not possible, and anytime another person is (or may be) within six feet, ***regardless how brief the exposure may be.***
 - a. Employees working alone in their lab/office or lab do not need to wear a mask.
3. Wash hands often with soap and water. Use alcohol-based hand-sanitizer if unable to wash.
4. Avoid touching face, eyes, and mouth.
5. Do not enter LLE unless it is essential for your work and ***approved and scheduled by your supervisor.***
6. ***Clean up after yourself.*** Don't put custodial staff and fellow workers at risk, e.g., Rinse sink and wipe counter after brushing teeth, clean up after preparing food, empty sink-drain filters after washing dishes, etc.
7. Clean and disinfect personal work areas daily, and shared work areas (desktop, keyboards, chairs, lunch table, etc.) before use. ***Assume everything is contaminated.***
8. Eat in your office, or where >6' separation is possible; disinfect tables before eating. Remove all personal items from eating areas and wash the tabletop with soap & water and dry with paper towel before leaving.

Gatherings:

1. Conduct meetings remotely, even when participants are on-site.
2. Employ social distancing guidelines for all in-person gatherings and limit their duration; gatherings of more than 10 people are prohibited.
3. The LLE Coliseum and Seminar rooms may only be used for OMEGA and EP pre-watch briefs (when needed) to meet social distancing requirements for in-person participants. Other meeting rooms (Annex, Executive, Small Conference room, Engineering, Hess, Pollicove) shall not be used until approved by senior management.

Group Leaders must redesign work areas and work practices:

1. Minimize workforce on-site (work remotely when practical, stagger shifts, etc.)
2. Establish at least 6' separation between workers, schedule use of shared offices, require masks when this is not possible, minimize exposure time.
3. Reorganize workspace layout, relocate workers to alternate locations, install barriers between workers (these changes may require Division Directors review/approval).
4. Minimize use of shared equipment.

Accommodation:

Inform your Group Leader or Division Director if you need accommodations (e.g. for medical risk, family needs, etc.). They will treat this information confidentially and share it only with permission.

References:

LLE will maintain a collection of COVID-19 related references on the LLE web site.