LLE gratefully acknowledges Lawrence Livermore National Laboratory’s (LLNL) Environmental Safety and Health group for granting LLE permission to adapt their course "HS4440-W - Working Safely at LLNL During the COVID-19 Pandemic". LLNL takes no responsibility for this training.
Please note

CLEAN/EMPTY BOTTLES NEEDED

Personal-size (e.g., 4 to 8 fl oz, 100 to 250 ml) dispensing bottles for hand sanitizer are very hard to obtain.

Please drop off suitable bottles (e.g., empty soap dispensers) in the designated containers in each lobby. These will be refilled for distribution and use at LLE (sorry, can't refill for home use)
Use this checklist to assess COVID-19 hazards in your work areas

Always assume
1. Everyone is infected
2. Your hands are filthy

Answer these questions
- Will there be close contact (consider time and distance)?
- Are there physical barriers in place that can provide some level of protection?
- Are there surfaces that I need to be concerned about?

Based on those answers, decide
- What controls should I apply to reduce the risk of exposure?
- Unsure? Contact your Group Leader, Karen Cera, and/or Doug Jacobs-Perkins
LLE has been authorized to resume limited on-site work

- Limited personnel are permitted on-site to perform high-priority work that can't be done effectively remotely
- Workplace practices have been redesigned to comply with guidelines for worker protection and social distancing
- Workers' activities and time on-site must be managed by Group Leaders and Division Directors to ensure they are consistent with these guidelines

Our success will be limited by the least compliant member of the team. We are counting on YOU!
Safety remains LLE’s top priority

- Everyone working at LLE must
  - read, understand, and abide by LLE’s COVID-19 Workplace Safety Policy
  - complete this safety training

- This training augments other LLE safety trainings, highlighting changes needed to resume on-site work during the COVID-19 pandemic
  - workers must continue to employ safe work practices including but not limited to
    - employing the buddy system
    - donning and doffing of required PPE
    - PPE inspection and maintenance
    - restricted access into the building
    - do not prop open safety barriers such as fire doors and laser barriers
The COVID-19 pandemic is an emerging, rapidly evolving public health emergency

- This course contains guidance and data from New York State, the Centers for Disease Control and Prevention (CDC), World Health Organization (WHO), and scientific literature
- Updates will be made as new information becomes available
COVID-19 is the name of the disease caused by the SARS-CoV-2 virus

- Coronaviruses are a large family of viruses that generally cause mild-to-moderate upper-respiratory tract illnesses, like the common cold in humans
- Hundreds of coronaviruses exist in nature, most circulate in animals including pigs, camels, bats, and cats
- On rare occasions, coronaviruses “jump” to humans
  - there are seven coronaviruses known to cause disease in humans
  - four cause mild disease
  - three cause more serious disease: these three viruses differ from other more-common coronaviruses in that they cause mild to severe lower-respiratory tract illnesses
    - SARS-CoV: caused outbreak in 2002, disappeared in 2004
    - MERS-CoV: emerged in 2012, low number of cases continue to be reported, primarily in countries in the Middle East
    - SARS-CoV-2: emerged in December 2019
COVID-19 exhibits a broad range of symptoms

- The clinical picture is evolving
  - common symptoms are shown
  - other symptoms include fatigue, congestion or runny nose, headache, chills, nausea, vomiting, diarrhea and/or loss of appetite

- Presentation ranges from no symptoms (asymptomatic) to severe illness

- Symptoms usually develop 5 days after exposure but can range between 2 to 14 days

- Of confirmed cases, severity is typically (based on current data)
  - ~81% mild (no pneumonia)
  - ~13% severe (clinical symptoms include shortness of breath)
  - ~6% critical (pneumonia, respiratory failure, death)

- Individuals aged ≥65, or with a history of other illnesses like diabetes, lung disease, or immunocompromising conditions have a higher risk of severe illness
How is COVID-19 spread?

Current evidence suggests that there may be three potential routes of transmission of COVID-19.

<table>
<thead>
<tr>
<th>Route of transmission</th>
<th>Definition</th>
<th>Role in transmission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Droplet</td>
<td>When an infected individual coughs, sneezes, breathes, and/or speaks, respiratory secretions containing the virus are expelled into the mouth, nose, or eyes of another (⩽6 ft).</td>
<td>Believed to be a major driver of community spread</td>
</tr>
<tr>
<td>Contact</td>
<td>Respiratory droplets containing the virus settle on surfaces. Someone touches surface and then touches their mouth, nose, or eyes.</td>
<td>Believed to contribute to community spread, but not believed to be the primary driver.</td>
</tr>
<tr>
<td>Aerosol</td>
<td>Small particles (&lt;5 μm) containing virus are inhaled. Can occur over short ranges (within 6 ft) or potentially longer ranges.</td>
<td>Aerosol-generating medical procedures are believed to play an important role within the health care system. Not believed to be a major driver of community spread.</td>
</tr>
</tbody>
</table>
What is LLE doing to ensure the safety of personnel working on-site?

LLE’s implementation plans include

- Requiring employees to complete the Dr. Chat Bot survey each day before entering LLE
  - STAY HOME IF YOU:
    - are sick
    - have traveled to a “Restricted State” as defined by NYS in the past 14 days
    - have had close contact with someone confirmed of having COVID-19

- Reducing on-site population density by rearranging work areas and schedules to promote social distancing

- Providing on-site staff with personal protective equipment (PPE) (e.g., masks, eyewear) and sanitizing supplies

- Requiring all workers to use masks properly

- Encouraging employees to eat in their offices or locations where >6-ft. separation is possible; disinfect public tables before eating

These essential steps protect EVERYONE.
Dr. Chat Bot is a mandatory *daily* Health-Assessment Survey

- **Before entering LLE each day**, every worker must complete the Dr. Chat Bot survey developed by the University of Rochester
  - its questions identify workers with symptoms and provide instructions based on the responses provided
  - if any question is answered "Yes," call the University Health Service (UHS) at (585) 275-2662 to get medical clearance before coming to work

- You are required to contact UHS before returning to work if
  - you received a positive COVID-19 test result
  - you are waiting for COVID-19 test results
  - you were told by your Personal Healthcare Provider (PHP) that you may have COVID-19 based on your symptoms, even if not tested
  - you reside with someone who has been told by their PHP that they have or may have COVID-19—either by testing or symptoms alone

If you entered LLE in the 7 days prior to onset of COVID-19 symptoms, or diagnosis with COVID-19, you must **promptly inform** your Group Leader.
What can you do to ensure the safety of personnel working on-site?

Staff responsibilities

- When within 6-ft. of others, everyone must wear a mask (Assumption #1–everyone is infected)
  - to trap droplets and aerosol you generate so you don't infect others
  - to block droplets and aerosols generated by others from entering your airway

- Don’t touch your face (Assumption #2–your hands are always filthy)
  - touching your face can transfer the COVID-19 virus to your mucous membranes
  - humans touch their faces, on average, 20 times an hour! ~44% of the time, these touches involve the eyes, mouth, and nose

- Cover your cough or sneeze
  - cough or sneeze into a tissue when possible
  - if a tissue is not available, cough or sneeze into your elbow
  - wash hands promptly (use hand sanitizer if unable to wash)

- Wash your hands frequently

Also follow these practices outside of LLE!
Redesigning work practices for a “new normal”

- If people must work in close proximity (i.e., heavy lifting), all workers are required to wear a *mask and safety eyewear*

- Don’t shake hands with others

- Use speaker phone

- Minimize use of shared equipment (phones, keyboards, etc.)

- Discontinue use of communal safety eyewear (and other PPE); disinfect before and after use when unavoidable; let your supervisor know if you need additional supplies

- Do not push tables and chairs together

- Ride alone in cars and elevators

- Clean up after yourself
  - rinse the sink and wipe the counter after brushing teeth, preparing food, washing dishes, etc.
Social distancing is one of the most powerful tools to combat all exposure routes

- Report to work *only at the times scheduled* by your supervisor
  - graduate students who are authorized to work at LLE are NOT automatically authorized to work on River Campus

- Maintaining at least 6-ft. separation from one another helps reduce the risk of spreading/contracting the virus
  - when 6-ft. separation is not possible
    - wear a mask (*a mask is required in all common areas* such as halls, restrooms, break areas, etc.)
    - minimize contact time

- Conduct all meetings remotely, even when participants are on site; LLE conference rooms (Annex, Executive, Small Conference Room, Engineering, Hess, and Pollicove) are not to be used until approved by senior management.
  - *exceptions*—the Coliseum and Seminar room may be used for OMEGA and OMEGA EP watch briefs when necessary
  - limit all gatherings to ten people or fewer
Hand hygiene is critical—wash hands frequently with soap and water for at least 20 seconds

- Follow proper hand-washing technique: [https://www.youtube.com/watch?v=bQCP7waTRWU](https://www.youtube.com/watch?v=bQCP7waTRWU)
- Soap and water remove pathogens from your skin and destroys the envelope of the virus rendering it incapable of infecting your cells
- Wash your hands:
  - before touching your face for any reason
  - after using the restroom
  - before preparing food or eating
  - after coughing, sneezing, or blowing nose
  - after touching high-touch surfaces
  - before and after putting on, adjusting, and taking off your face mask

Washing with soap and water is more effective at removing contaminants than hand sanitizer.
Use alcohol-based hand sanitizer when soap and water are not readily available

- Hand sanitizer should contain at least 60% ethanol or 70% isopropyl alcohol
- Put enough sanitizer on your hands to cover all surfaces
- Rub your hands together until they feel dry (~20 to 30 seconds)

Do NOT rinse or wipe off hand sanitizer—it destroys pathogens as it dries.

https://www.cdc.gov/handwashing/hand-sanitizer-use.html
Masks must be worn in all common areas

- Put on a mask before entering LLE.
  - if you don’t have one, come in through the East or West entrance to obtain one in the lobby and put it on immediately

- Masks must be worn in all common areas (hallways, restrooms, breakrooms, etc.), and anytime social distancing is not possible

- LLE will provide one procedure mask per person per week; *re-use mask for one week unless it is soiled or wet*

- Launder cloth masks at least once per week

- Store mask in an open paper bag/pouch when not being worn

- Employees working alone in their office or lab do not need to wear a mask

- Employees using their own N95 masks must follow UR’s Respirator Program guidelines and file a [Voluntary Use Respiratory Protection form](#)
Select the right mask and use it properly

**MASKS MUST COVER NOSE AND MOUTH**

- LLE will provide procedure (surgical) masks

- Homemade masks are encouraged. They are not allowed in clean rooms or areas where subject to chemical contamination.

- Employees using their own N95 masks must follow UR’s Respirator Program guidelines and file a Voluntary Use Respiratory Protection form with the Safety Office

- Dust masks are permitted

- Masks with exhalation valves are NOT ok.

- Bandana-style masks are NOT ok.

- If you have a full/heavy beard most masks will not seal effectively; consider obtaining a custom mask that covers your beard.
How to wear a mask

- Always perform good hand hygiene before and after you put the mask on or take it off.
- Keep the mask with you throughout the day.
- Cover your nose and mouth and don’t cross the straps; pinch the thin metal strip on the top edge of the mask against the bridge of your nose.
- Always wear with the same side facing outward—Put your name on the inside edge to easily identify.
How to wear a mask

- Once the mask is on, try not to touch or adjust it—assume the outside is filthy
- Gently remove the mask for breaks and meals (always avoid touching the front of the mask)
- Keep the mask clean and dry—store it in a paper bag, envelope or pouch
- Discard (or wash, if cloth) and replace mask if
  - it’s soiled or damaged
  - you have used it for one week
Store your mask when not in use

- Store your mask in a clean paper bag (replace as needed)
- If one is not available, you can make a paper pouch
  - fold a sheet of printer paper in thirds (letter style)
  - always place the mask colored-side (outer-side) down on the center of the paper pouch
- Put your name on the mask and bag/pouch

Replacement supplies will be available at East and West entries; only take as needed
Surface decontamination

EVERYTHING you touch is contaminated – act accordingly

• Request a bag of Oxivir TB disinfecting wipes weekly. Use them to clean:
  – shared workspaces (keyboard, mouse, phone etc.) at start of shift
  – personal workspaces and office door handles—daily

• Procedure
  – clean organic residue (e.g., food, dirt) from surfaces with soapy water and paper towel
  – dry surfaces before using disinfecting wipe
  – wipe surfaces with a pre-moistened disinfectant wipe and allow to air dry
  – Oxivir disinfectants require 1 minute dwell time
  – return the used wipe to the bag, they remain effective while they stay wet (~1 week)
  – wash hands or use hand sanitizer
Coordination is required when employees first return to LLE

- All employees planning to report on-site must complete *Dr. Chat Bot Symptom Assessment Survey* **every workday** before entering LLE
  - paper copies are available in the East and West lobbies for those without internet access

- Everyone must swipe themselves in so LLE has a record of everyone on site – no piggy backing entry
  - limit to one person in the vestibule at a time

- Complete the [Covid Supply Request Form](#) for items needed within the next 7-10 days; items will be delivered to your mailbox:
  - masks, bags for mask storage
  - sanitizing wipes pre-saturated with Oxivir-TB disinfectant
  - Individual bottles of hand sanitizer

- Upon arrival, if not already wearing your own mask, immediately use hand-sanitizer and don a mask provided on East and West lobby tables
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- Are there surfaces that I need to be concerned about?

Based on those answers, decide

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- Unsure? Contact your Group Leader, Karen Cera and/or Doug Jacobs-Perkins
Resources

- Contact Doug Jacobs-Perkins djac@lle.rochester.edu or Karen Cera kcera@lle.rochester.edu with questions.
- A collection of COVID-19 related links and resources are on the LLE website: http://www.lle.rochester.edu

You must read the LLE COVID-19 Workplace Safety Policy and take the G_015 quiz to complete this training before returning on-site.