

Overview

This document describes the University of Rochester Laboratory for Laser Energetics' (LLE) policy for Guest Workers. It applies to external users of the OMEGA and MTW Laser Facilities or other LLE Laboratories (a.k.a. "Users"), and others including long-term contractors who come to LLE frequently and/or stay more than 2 days. It describes responsibilities of the Guest and LLE Host, and procedures for initiating a visit.

Visitor access is covered in the LLE Building Access Policy

- "Visitors" typically have an informal connection with LLE, come to LLE infrequently and stay less than 2 days

Visits are currently permitted only for Guests who are essential to LLE's mission. The Guest's LLE Host will make this determination. LLE may cancel previously approved visits when needed to comply with applicable regulations or to protect LLE staff.

Personal travel considerations

- Persons using public transportation are at increased risk of contracting COVID-19, and of spreading the COVID-19 virus
- LLE **CANNOT** arrange or expedite COVID test services
- Know the extent of your medical insurance coverage when away from home
- Have a plan in case you become sick while traveling

Guest's responsibilities

- All travelers should follow all [CDC travel requirements](#):
 - Domestic travelers should delay travel until fully vaccinated; if not fully vaccinated follow [CDC recommendations for Unvaccinated People](#)
 - International travelers should check [CDC's COVID-19 Travel Recommendations by Destination](#) before planning any trip
- Users traveling to LLE for experiments must:
 - Limit the number of persons traveling to LLE
 - Complete an [LLE Visitor Information Form](#) at least 2 weeks before scheduled arrival.

NOTE: Non-US citizens must contact the Director's Office (Jean Steve, jste@lle.rochester.edu) to request permission to visit at least 60 days prior to the proposed visit date, in order to obtain DOE approval.

- Review accuracy/completeness of travel plans at 1- and 2-week PI briefs
- Contact LLE Host at least 2-weeks prior to arrival to review resources needed and planned activities while on-site
- Work remotely (e.g. from Hotel) when possible

- Complete updated Principal Investigator (PI) training material with COVID-19 compatible operations (only required for persons involved with experiments on OMEGA and OMEGA EP)
- Minimize the number of support personnel on-site at one time
- Limit number of personnel in control room conference rooms
 - Conduct group discussions online (e.g., using Zoom)

If you contract COVID or develop COVID symptoms while in Rochester

- Leave UR/LLE immediately
- Let your LLE Host know that you have left and why. Inform the Host of all LLE staff you had contact with
- Obtain COVID test locally
 - Promptly report the results of your COVID test to your Host
 - Guests may use this web site to locate test sites near LLE (14623 zip code):
<https://coronavirus.health.ny.gov/find-test-site-near-you>
- Seek medical care and self-isolate until symptom-free for 72 hours or until COVID-19 test returns negative result
 - Do NOT travel (e.g. return home) before receiving results or while contagious

Procedure

1. LLE Host will email each Guest a link to the Visitor Information Form (Link is also publicly available on the LLE Web site)
2. Guest must submit the completed form
3. LLE will email an acknowledgment containing a Brief explanation of what to expect at LLE
4. The first day at LLE, Guests must report to the West Lobby after 7:45 am
 - a. An ID badge will be issued to each Guest
 - i. Some Users may be issued badges that permit swipe-access
 - ii. Receptionist will ask persons with swipe-access to exit, then swipe-in
5. Badge-holders with swipe-access MUST use their badge each time they enter
6. Guests may NOT grant building access to others (enter building one person at a time)
7. Guests who do not have swipe access must sign in and out each time they enter/exit LLE