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.

Guests traveling to LLE from outside the continental US are not permitted at this time.

Visits are currently permitted only for Guests who are essential to LLE's mission. The Guest's LLE Host will make this determination with their Division Director. 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
    - UR Recommends the COVID-19 RT-PCR test [1]
    - 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
- 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

- Remain up to date with, and comply with, employer's travel policies, CDC COVID-19 Travel guidelines [2] and restrictions from their home state
- Prior to arrival:
    - Read and understand this policy
    - Complete G-015 COVID-19 Safety Training & Quiz [3]
- Minimize contact with LLE personnel - call rather than visiting (do not "drop-in")
- Limit movement around the building – stay in assigned work areas
- When not at LLE, follow CDC recommended practices for social distancing, wearing a mask, practicing hand hygiene, and avoiding social gatherings.
- Arrange for COVID testing if required (see below), and self-quarantine while waiting for results
- If testing is required (see below), Guest agrees to email a copy of their COVID-19 test report to Jean Steve (jste@lle.rochester.edu) before being granted entry

- Users traveling to LLE for experiments must:
  - Limit the number of persons traveling to LLE
  - Complete an LLE Visitor Information Form [4] 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)
  - Complete LLE's COVID-19 Risk Assessment [5] daily before entering LLE
  - Minimize the number of support personnel on-site at one time
  - Limit number of personnel in control room conference rooms to four people total
    - Conduct group discussions online (e.g., using Zoom)

LLE's COVID-19 Risk Assessment

Guests who submit travel plans using the LLE Visitor Information Form will receive an email each day they are expected at LLE containing a link to LLE's COVID Risk Assessment. LLE Receptionists will have access to an up-to-date list of all expected Guests, and the result of their COVID-19 Risk Assessment.

If a Guest answers "Yes" to any question in the Assessment, they will be denied access to LLE except in the specific situations listed below:

- If Guest has experienced COVID symptoms in past 14 days:
  - Guest must be symptom free for at least 72 hours without symptom-altering medications, and obtain COVID-19 RT-PCR test
- If Guest has been exposed to a person confirmed of having COVID in past 14 days:
  - Obtain a COVID-19 RT-PCR test with negative result at least 5 days after last exposure.
- If coming from, or having spent more than 24 hours in, a Restricted State [6] in the past 14 days:
  - Host must obtain the LLE Director's (or his designee's) approval (the Director may ask an LLE Safety Officer to contact the individual to assess COVID exposure risk before deciding)
  - Guest must arrive in NYS several days in advance of reporting to LLE to permit time to be tested for COVID-19 and receive test results
    - Guest may obtain COVID test up to 72 hours prior to arrival at LLE, so long as traveling by car directly to LLE from home with no overnight stop

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
- Seek medical care or self-isolate until symptom-free for 72 hours and/or 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 will also be publicly available on the LLE Web site)
2. Guest must submit the completed form
3. LLE will email an acknowledgment containing:
   a. Decision to accept or deny the visit request
   b. Instructions to complete LLE COVID-19 training
   c. Link to the COVID-19 Risk Assessment
   d. Brief explanation of what to expect at LLE
4. Each day between the documented arrival and departure dates, LLE will email a reminder to complete the COVID-19 Risk Assessment
5. The first day at LLE, Guests must report to the West Lobby after 7:45 am
   a. Receptionist will not grant entry until Guest completes the COVID-19 Risk Assessment
   b. 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
6. Badge-holders with swipe-access MUST use their badge each time they enter
7. Guests may NOT grant building access to others (enter building one person at a time)
8. Guests who do not have swipe access must sign in and out each time they enter/exit LLE
9. Seven (7) days after departure, LLE will send Guest a request to complete a final COVID-19 Risk Assessment
   a. LLE Safety Officers will follow-up if Guest does not respond

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[1] https://www.urmc.rochester.edu/MediaLibraries/URMCMedia/urmc-labs/clinical/about-us/documents/Coronavirus-Disease-2019-Fact-Sheet-for-Patients_1.pdf
[2] CDC Travel guidelines: https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html
[3] G_015 COVID-19 Safety Training: https://lle-lnxvm-wp01.lle.rochester.edu/index.php/safety/training/
[4] LLE Visitor Information Form:
https://docs.google.com/forms/d/e/1FAIpQLSe1pPkjo54vogE1j81pOPSmR7q4MuW2uOwgfWaFpoNsNfYvXw/viewform
[5] LLE COVID-19 Risk Assessment: https://docs.google.com/forms/d/e/1FAIpQLSfY8A2Ypk-BI63xs9d1oFhBhoZ_AxFC49z7Euh0GX3vd3GrUA/viewform
[6] New York State COVID-19 Travel Advisory: https://coronavirus.health.ny.gov/covid-19-travel-advisory