

## Checklist

### LANSCCE User and Visitor Guide under COVID-19 Restrictions

#### **BEFORE your Visit to LANSCCE:**

- Registration of visit in the LEMS Proposals System (<https://lems.lanl.gov>):**
  - Go to “Collaborations” tab in the upper left corner and select the proposal you are visiting for. Select “Yes” in the dropdown menu asking “Will you visit LANSCCE for this proposal?”
  - Non-LANL Users:
    - Access your account profile in the upper right corner for the LANL Badge request/Z# activation and FVTS (for non-US citizens)
    - Click “Update Account Details” to confirm your account information
    - Click “Update PII” for the LANL Z# request (LANL doesn’t store previously submitted PII information)
  
- Valid User Agreement with Home Institution (non-LANL user)**
  - Proprietary users establish a yearly Proprietary User Agreement (PUA)
  - Non-Proprietary users need to have a 5-year Non-Proprietary User Agreement (NPUA) in place. The list can be found here: <https://lansce.lanl.gov/users/assets/List-of-Institutions-with-LANSCCE-NPUA-01.2020-LA-UR-20-20279.pdf>
  - Other DOE Lab collaborators fall under a Bilateral DOE Laboratory Utilization Agreement (BUA)
  
- LANL Badge Request Appointment (non-LANL users)**

US Citizens and Non-US Citizens:  
The User Office will arrange an appointment with the LANL Badge Office. No walk-ins are allowed.  
To schedule the badging appointment the LANSCCE User Office will schedule the appointment for the visitor and will need the following:

  - Date and time of planned arrival at LANSCCE
  - Completed COVID-19 training 49476 “Working Safely at LANL During the COVID-19 Pandemic” (<https://extrain.lanl.gov/SplashIn.aspx?CourseNumber=49476>).
  - Proof of vaccination or negative COVID-19 test (not older than 72 hours from date of arrival)

You will receive the appointment confirmation from the LANSCCE User Office.
  
- Training**
  - Training assignments will be emailed by the LANSCCE User Office. Online training should be finished before the visit.
  - LANL employees will have their training assigned in UTrain.
  - All users must take LANL training course 49476 “Working Safely at LANL During the COVID-19 Pandemic” in addition to other required training. The course is available to take [online](https://extrain.lanl.gov/SplashIn.aspx?CourseNumber=49476) (<https://extrain.lanl.gov/SplashIn.aspx?CourseNumber=49476>).
  
- Remote Experiment Control**

Inform the Instrument Scientist and User Office if remote experiment control is planned.

**Site Access Authorization by the RLM (Responsible Line Manager)**

**Visitors and guests shall confirm their vaccination status** by presenting their vaccination record card to their host or sponsor. Visitors and guests who are unvaccinated or decline to provide their vaccination status must provide proof of a negative COVID-19 test conducted within three (3) days prior to their arrival on-site. Visitors and guests who have not provided confirmation of vaccination will be treated as unvaccinated.

- **Unvaccinated Out-of-State travelers** – meaning an individual has either not been vaccinated or that it has not yet been 14 days or more since the individual received the last required dose in their vaccine series – need to quarantine in accordance with LANL guidelines (LANL Policy POL1201-6). If they receive a **negative result** from a test on the 6<sup>th</sup> day, individuals should continue to self-isolate for the full 7 days before coming onsite.  
Note: The Laboratory will not provide COVID-19 testing.
- **Out-of-State users** who have been **fully vaccinated** for COVID-19 — meaning that it has been at least two full weeks since the receipt of the last dose of vaccine — are not required to self-isolate before coming on-site upon arrival to the state. The RLM may verify that users have been fully vaccinated through review of their properly completed vaccination card. Instructions to voluntarily provide a copy of the vaccination card via secure file transfer:
  - Go to <https://transfer.lanl.gov>
  - For recipients enter: [vsalazar@lanl.gov](mailto:vsalazar@lanl.gov)
  - Ensure that the name put for 'sender' matches the name you supplied on the registration form
  - Give your files meaningful names, such as "Bob\_Johnson\_COVID-vaccination-card.pdf"
  - Follow the instructions at [transfer.lanl.gov](https://transfer.lanl.gov)
- **In-state users or LANL employees** email [p-2rlm@lanl.gov](mailto:p-2rlm@lanl.gov) or [p3managers@lanl.gov](mailto:p3managers@lanl.gov) requesting site access for the experiment time and using the Google Form [Onsite Log](#).

**FIRST DAY Onboarding and Check-in Procedures:**

**Daily Health Screening Self-Assessment Checklist**

Before coming on-site each day, all workers must perform a daily health screening (available from the [COVID-19 web hub](https://www.lanl.gov/updates/covid-19-updates-info.shtml): <https://www.lanl.gov/updates/covid-19-updates-info.shtml>)

**Badging and Gate Access (Non-LANL users):**

- US Citizens and Non-US Citizens must proceed to the LANL Badge Office/Foreign Visits Office (Otowi Building, TA-3, Bldg. 261, Ph.: 505-667-6901) to receive their badge at the scheduled appointment time.
- Notify the LANSCCE User Office staff (505-667-6797) of their arrival at TA-53/LANSCCE.
- After passing the guard gate, proceed to Building 7.

**Check-In Procedures in Building 7:**

- Temperature check and washing hands
- Issuing of dosimetry (TLD and TED)
- Issuing of CryptoCard if remote experiment control is planned
- Onsite Training of non-LANL users
- Check into the Sample and Security System

**Safety and Security Briefing**

LANL Policy POL1201-6 requires that before visitors come onsite, the sponsoring LANL employee/Instrument Scientist will brief the visitors and guests on the COVID-19 Safety Protocols to ensure the safety of the visitor and LANL staff.

The regular Safety and Security Briefing by the POC will follow at the flight path.

**DAILY WORK at LANSCE:**

**Daily Health Screening Self-Assessment Checklist**

Before coming on-site each day, all workers must perform a daily health screening found on the [COVID-19 Hub](https://www.lanl.gov/updates/covid-19-updates-info.shtml) (<https://www.lanl.gov/updates/covid-19-updates-info.shtml>)

Inform the **COVID-19 Hotline (505) 606-2667** if answering “yes” to any of the questions.

**Occupancy Limits and Building Access:**

Visitors need to follow all signage and mandated occupancy limits at the flight paths and beam areas. Building access is limited to Building 7 and the flight path area.

**PPE and Cleaning/Sanitizing:**

- All on-site users — regardless of vaccination status — must wear masks while indoors. Those who are unvaccinated are required to wear a face mask/covering at all times while indoors and outdoors.
- Gloves are encouraged.
- Disinfect any joint use workspace and tools, computers and surfaces frequently.
- Frequent 20 second handwashing with soap and water is recommended.

**Social Distancing**

Social distancing of 6 ft. by unvaccinated users needs to be maintained when possible. When it is not possible to safely perform the work, LANL protocol OSH-ISH\_QTG-030 Verbal Screening and Temperature Checks (<https://www.lanl.gov/newsroom/assets/pdf/0827-verbal-screening-temp-check.pdf>) must be followed.

Fully vaccinated users traveling from out-of-state should not work within six feet of others and should avoid prolonged meetings (i.e., greater than 45 minutes) with others for the 14 day after arrival in New Mexico.

**COVID-19 Contact Tracing**

All unvaccinated users, LANL employees and external visitors, must record their contact and location information at the end of each work day on the Google Form [Onsite Log](https://docs.google.com/forms/d/e/1FAIpQLSe1O5Qvve0y9bp3fbtLevNWsIK_vWedTr-Yff2mxSD1Pa5KwA/viewform) ([https://docs.google.com/forms/d/e/1FAIpQLSe1O5Qvve0y9bp3fbtLevNWsIK\\_vWedTr-Yff2mxSD1Pa5KwA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSe1O5Qvve0y9bp3fbtLevNWsIK_vWedTr-Yff2mxSD1Pa5KwA/viewform)).

**WNR/Lujan Plan of the Day Meeting**

All onsite users are encouraged to participate in the Plan of the Day Meeting at 8:45am:

<https://lanl-us.webex.com/lanl-us/j.php?MTID=mc5f2b3a3c1fb5ae8cd47ec786b0a9f4e>

By phone: (415) 655-0002, access code: 807 584 831, password: lujan-wnr

**POST-EXPERIMENT:**

- Radiological Survey of Samples and Equipment**  
This may take longer due to social distancing requirements.
- Options of Returning the LANL Badges and Dosimeters**
  - To the LANSCE User Office in the Building 7 (preferred)
  - The box at the TA-53 guard gate
- Return Shipment of User Equipment**  
Provide all the necessary information (shipping detailed content, label information, carrier, etc.) to the User Office. The User Office will initiate a LANL ShipIT request.
- Experiencing COVID-19 symptoms after visiting LANSCE**  
Contact the User Office and the hosting POC immediately if experiencing COVID-19 symptoms within 14 days after your departure.