

LANSCCE User and Visitor Guide under COVID-19 Restrictions

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As a national NNSA user facility, LANSCCE looks forward to welcoming visitors and users -- virtually and on-site -- during our 2021 run-cycle. We are excited that, even during these difficult times, we have an opportunity to continue to conduct great science in the service of our nation and the world. As we do our work, we all have a responsibility to mitigate the hazards imposed by the COVID-19 pandemic to protect the health and safety of our users, our staff and our communities. Therefore, we ask for your patience and assistance as the user experience at LANSCCE has changed - and likely will continue to change - due to the dynamic nature of the pandemic.

At this time, in accordance with public health guidance, **if an experiment can be conducted remotely, it should be conducted remotely**. All staff and users should minimize their time on travel, onsite at LANL, and at the experimental flight paths. We are extremely mindful that a COVID outbreak could lead to one or more of our experimental areas being impacted and unavailable for weeks or months, and the best measure we can take to prevent such an event is to minimize the time spent onsite by all our users. Please treat COVID-19 like the radiation hazards we face regularly, and keep your exposure -- and those of your co-workers -- As Low As Reasonably Achievable.

We recognize, though, that some experiments do require hands-on work, and thus there is the need for a limited physical presence, either to meet experimental objectives or to ensure safety during the conduct of hazardous work. We thus must recognize and mitigate the COVID-19-related hazards just as we recognize and mitigate all the other hazards posed by experiments at LANSCCE.

The guidelines described in this document are derived from Los Alamos National Laboratory's (LANL) COVID-19 policy as implemented through our standard Integrated Work Management (IWM) procedures. As always, users and visitors must follow these safety and security protocols if they wish to continue to have access to the LANSCCE facility. Also, as always, **everyone has a right - and the duty - to pause work when any safety or security questions arise**. Note that emergency guidelines and procedures still apply.

The guide outlines the different restrictions, recommendations and steps to access LANSCCE, in chronological order of your visit: before arriving, before coming onsite the first time, coming to LANSCCE following your first day, and after your experiment is complete. As it is likely to change over the course of the run cycle, please check back regularly to ensure that you are working from the most current version.

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1 Before Arriving at Los Alamos

LANSCE Users

You are a **user** of the LANSCE facility unless you are a direct employee of the facility responsible group (see below) or a LANL worker covered by a current Memorandum of Understanding between your group and the facility Responsible Line Manager (RLM). As a user of the LANSCE facility, you will work under the supervision of an Instrument Scientist (IS), Scientist-In-Charge (SIC), Principal Investigator (PI), or Experimenter-In-Charge (EIC) as authorized by the cognizant RLM. For clarity, for the rest of this document this supervisor will be referred to as your Point-Of-Contact (POC). Your POC, and their RLM, will depend on the experimental facility at which you will work. No work may be performed outside of the scope defined by your POC and their RLM.

Facility RLMs

Lujan	P-2	Bob King (acting), Michael Mocko - p-2rlm@lanl.gov
pRad	P-1	Keith Rielage, rielagek@lanl.gov
UCN	P-3	Melynda Brooks, Shea Mosby, Mark Makela - p3managers@lanl.gov
WNR	P-2	Bob King (acting), Michael Mocko - p-2rlm@lanl.gov
IPF	C-IIAC	Mark Brugh, mbrugh@lanl.gov

Do not come to LANSCE until you have been authorized. The detailed authorization procedure is described in section 2.5.

All LANSCE users must follow the procedures in this document in order to access the LANSCE facility and perform onsite work. Per the LANL Integrated Work Management process, the facility-owning RLM is responsible for authorizing all work in his or her facility. LANL's operational status is "Normal Operations with Maximized Telework": The site is still meeting all mission deliverables (with a balance of on-site and offsite work). While LANL remains in this state, RLMs are also responsible for authorizing onsite access. Authorization to execute individual experiments is typically delegated to the POC who directly supervises the work.

LANSCE users must coordinate their onsite access with the POC for their experiment, who will in turn ensure that the appropriate RLM approvals are in place.

1.1 LANSCE User Registration (Lujan, WNR and pRad)

LANSCE is required by DOE/NNSA to review each experiment for adherence to the applicable safety and security requirements. This includes assessing, for example, export control issues and thus *requires that everyone associated with the experiment be noted in the experiment proposal*. The first step is that each Lujan, WNR and pRad user must register in the LANSCE Experiment Management System ([LEMS](https://lems.lanl.gov), <https://lems.lanl.gov>). After completing the initial registration process, the user may be associated with any number of proposals and experiments. The user information collected may be used within the experimental review process as well as for badging, dosimetry reporting or other required activities.

Failure to register and provide the necessary information in a timely manner may result in your experiment being canceled or a user being denied access to come onsite.

Users and visitors of UCN need to work with the P-3 Group Offices (p3groupoffice@lanl.gov) to provide their information for badging, dosimetry, training and other required activities. The point of contact for IPF visitors is the Isotope Program Office, Beverly Ortiz (bevd@lanl.gov).

1.2 Scheduling Requirements

All LANSCE experiments require special scheduling during the 2021 run-cycle. The time between experiments is determined by the specifics of the individual flight path or facility, as well as the turnover of external users.

Different user groups will not overlap in the same experimental area. If user groups were exempted from the 14-day self-quarantine requirement (see below), a minimum of twenty-four hours will elapse between the departure of one group from an experimental area and the arrival of the next group (in accordance with CDC and LANL guidance on effective cleaning and disinfection). Additional changes to experimental scheduling may be necessary on an experiment- and experimental area-specific basis in order to support remote operations or occupancy limits.

1.3 Shipping of Equipment

All shipments to and from LANSCE go through the central LANL SM-30 warehouse. There are no special requirements or additional restrictions at this time.

However, shipments of all kinds are taking longer due to COVID-19 related delays that are being experienced generally. Users should account for this when shipping their equipment to LANSCE.

1.4 Travel and Lodging

Users traveling to LANSCE must take extra precautions, particularly those traveling from locations other than their home. Carefully plan your travel in advance. Please see section 4.3 of the LANL policy, COVID-19 [Risk and Exposure Control Measures for On-Site Work Activities](#), POL1201-6 (https://www.lanl.gov/newsroom/_assets/pdf/0607-POL1201-6_Rev.18.pdf).

Users are required to follow the Centers for Disease Control and Prevention's (CDC) guidelines on travel, which can be found on the [CDC Travel Guidance webpage](#)

(<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>). While these are particularly important for those who travel significant distances, they are relevant even for a short drive from home. Consider the use of a private or rental car rather than commercial air travel when possible.

Travelers who require lodging are encouraged to contact their hotel to ensure that it is following the CDC guidance for cleaning and disinfecting. Consider using a hotel that is offering

rooms that have been unoccupied for some number of days between occupants, and consider booking a room with kitchen facilities. Travelers are encouraged to prepare their own meals or take them out from a restaurant.

Non-LANL users who have their own COVID-19 rules for travel and work must communicate these ahead of the visit to their POC. Accommodation of these rules will be made so long as they do not conflict with LANL policies. LANL will not be responsible for covering the cost of such measures.

1.4.1 New Mexico Public Health and Executive Orders and CDC Guidance

Users are required to follow the Centers for Disease Control and Prevention’s (CDC) guidelines on travel and while not at LANL, which can be found on the [CDC Travel Guidance webpage](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html) (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>).

Everyone is required to comply with the [New Mexico Public Health and Executive Orders](https://cv.nmhealth.org/public-health-orders-and-executive-orders/) (<https://cv.nmhealth.org/public-health-orders-and-executive-orders/>) while not at LANL.

The current orders include a recommendation that travelers from out of state self-isolate for 14 days. Before coming onsite, domestic out-of-state users will need to quarantine. If they receive a negative result from a COVID test on the 6th day, the user should continue to self-isolate for the full 7 days. With approval from a RLM, out-of-state travelers can self-isolate for 10 days, followed by 4 days of careful self-monitoring to ensure they are symptom free if they have maintained COVID protocols off-site and have not had close contact with anyone exhibiting symptoms or testing positive for COVID-19 in the last 14 days. **If you are granted a waiver and start your visit or begin experimental work, remember that the exception applies only when you are at LANL, and thus that self-isolation in your off-site lodging is still recommended. The process for requesting such a waiver is described below.**

For international travelers, the same process of self-isolation and testing protocols need to be followed.

Please carefully read the current New Mexico **Executive Order 2021-006** which advises individuals traveling to New Mexico to self-isolate or self-quarantine for a period of at least 14 days from the date of their entry into New Mexico and should be tested for COVID-19 as promptly as possible following their arrival.

1.4.2 Planning for Potential Illness

It is important before you travel that you consider what you will do if you are required to self-isolate, quarantine, or become infected with COVID-19. Your travel options will be limited if that occurs. Make sure to discuss and consider what options your home institute offers to support you.

1.4.3 Waiver from the Self-Isolation Requirement

Users and visitors 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.

Unvaccinated users/visitors – 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 - can be considered for a waiver to the remainder of the self-isolation requirement after international or domestic out-of-state travel from self-isolation. You will be required to submit to several voluntary interviews with the facility RLM. These interviews will include questions designed to assess the risk level that your presence on site will entail. As these interviews are voluntary, you may be asked to discuss protected personal information, which will be protected as required by law. You may, of course, choose not to share such information, but LANL will then be unable to grant a waiver to the remainder of the self-isolation requirement. Expect to have such interviews before you leave for New Mexico (to establish shared expectations) and after you arrive (to assess any issues encountered during travel) and quarantined for 7 days with a negative COVID test on the 6th day. Note that these tests are not provided by LANL, and LANL thus has no control over the time it will take to receive test results. We will ask you questions regarding your actions and interaction before as well as during the travel to New Mexico, your mode of travel, your health, any COVID-19 testing, and your choice of accommodations.

Note: Due to the decreased reliability of rapid COVID tests, negative results obtained from a rapid COVID test must be confirmed with a negative test result from a COVID polymerase chain reaction (PCR) test.

To maximize your chances of being granted a waiver, if you are unvaccinated, follow the guidelines described on the [CDC Travel Guidance webpage](https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html) (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>). You may also be asked to provide a higher level of personal protective equipment (for example, more protective masks).

After the interview with the traveler seeking a waiver, the facility RLM will consult with the LANSCE User Facility Director to determine if a waiver can be granted. Note that there is no guarantee that such a waiver can be granted.

All workers are strongly encouraged to self-isolate to the maximum extent possible. In addition to minimizing the risks to everyone's health, please consider that we are counting on each other to help avoid shutting down experiments where groups who have had contact may be required to self-isolate when one of them has symptoms or the facility itself may shut down in the event of an outbreak.

1.5 Minimizing Risk and Maximizing Continuity of Operations

While traveling and during your experiment, consider the number of contacts each member of your team experiences. In the event one of you is required to self-isolate or is positive for COVID-19, there is a significant likelihood that others in your team may be required to self-isolate as well. Having sub-teams who isolate from each other may reduce each individual's overall risk, reduce who is required to self-isolate, and allow you to continue your experiment.

In planning the work for your experiment, also consider where you may be able to cross train and have that training done before you need it.

2 Before Coming to LANSCE for the First Time This Run Cycle

2.1 LANL's Daily COVID-19 Health Assessment

During the pandemic, we are taking extra steps to monitor the health and safety of each worker who will come onsite. 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>). This self-assessment includes several questions about potentially chronic medical conditions. In order to avoid unnecessary delays, the first time a user comes onsite, you are encouraged to contact the LANL COVID-19 Hotline (+1 505-606-2667) to discuss what work restrictions may be required because of such conditions. If work restrictions are required, they will issue a formal Duty Disposition Letter that is sent to the responsible RLM and defines the specific work restrictions required. *You are not required to share your medical information with anyone other than the medical professionals involved in your assessment (e.g. the COVID-19 Hotline staff and LANL Occupational Medicine) but work restrictions must be communicated to relevant coworkers - in particular, your POC and his or her RLM.*

In accordance with [LANL policy](https://www.lanl.gov/newsroom/_assets/pdf/0607-POL1201-6_Rev.18.pdf) (https://www.lanl.gov/newsroom/_assets/pdf/0607-POL1201-6_Rev.18.pdf) all unvaccinated users will be required to wear face coverings at all times when on site (with a few limited exceptions as described in the policy).

2.2 Badging

All workers are required to have and wear an official DOE or LANL badge at all times while working onsite.

2.2.1 Badging of US Citizens

In order to reduce the number of locations a user must visit, LANSCE has worked with the LANL Badge Office to consolidate the onboarding process. US citizen WNR, Lujan, and pRad users needing a badge must email the following documents to the LANSCE User Office (lansce-user-office@lanl.gov or prad-uo@lanl.gov) at least one week before their arrival date:

- Scanned copy of identity and citizenship documents (see Appendix 1 for acceptable forms)
- Clear photo of person: must be a headshot (see example in Appendix 1)
- Current phone number and email address of person to be issued a badge

UCN visitors need to work with the P-3 Group Office (p3groupoffice@lanl.gov) to submit the documents for the badge request.

The point of contact for IPF visitors is the Isotope Program Office, Beverly Ortiz (bevd@lanl.gov) to submit the document for the badge request.

You will then be able to pick up your badge at LANSCE during the initial check-in procedure.

2.2.2 Badging of Non-US Citizens

Non-US citizen users require to have an approved Foreign Visit Request (FVTS) to receive a LANL badge. Foreign Nationals need to work with the LANSCE User Office or P-3 Group Office (p3groupoffice@lanl.gov) to submit all necessary information and documents for the FVTS process. The FVTS approval takes up to 60 days or more depending on the country of citizenship.

Non-US citizens must proceed to the LANL Badge Office (Otowi Building, TA-3, Bldg. 261, Ph.: 505-667-6901) to receive their badge and are required to schedule an appointment for pick up at the Badge Office. The appointment can only be scheduled after receiving the approval of the “Out-of-State User Exemption from Self-Quarantine Requirements” (see 1.4.3). The User Office or P-3 Group Office will coordinate scheduling the appointment with the Foreign Visit Office by email (foreignvisits@lanl.gov).

2.3 Dosimetry

LANSCE is an accelerator facility with inherent radiation hazards. All workers are required to wear both thermoluminescent and track-etch dosimeters (TLD and TED, respectively) at all times while onsite. An experimental safety review may identify the need for additional dosimetry. Each WNR, Lujan, and pRad user will be issued a LANL TLD and a LANL TED at the user check-in if they do not have them. UCN Users will work with the P-3 Group Office to obtain dosimetry. IPF visitors will work with their POC for dosimetry. Experiment specific dosimetry will be issued at the flightpath as part of a pre-job briefing, if required by the safety review. Please make sure the experimental safety review committee (ESRC) is aware of any special hazards associated with your proposal; this can be accomplished by discussing the issues with your POC.

2.4 Training

All LANSCE users are required to complete all COVID-19, facility, flight path and experiment specific training before they begin work.

Similar to badging and dosimetry, we have worked with the training office to reduce the locations users will need to visit. Where possible, training should be taken remotely and done before arrival onsite. There is some training for non-LANL employees that must be done onsite. Where possible, provisions are being made to do this in an office space set aside for each experimental group.

All users must take LANL training course 49476 “Working Safely at LANL During the COVID-19 Pandemic” in addition to other required training. This course has been designed to familiarize workers with the COVID-19 procedures and policies. Given the many questions regarding these unique hazards and conditions, we recommend everyone take this course as soon as possible.

The course is available to take [online](https://extrain.lanl.gov/SplashIn.aspx?CourseNumber=49476) (<https://extrain.lanl.gov/SplashIn.aspx?CourseNumber=49476>). It is required that this be completed before coming onsite for the onboarding check-in.

2.5 Onboarding and Check-in Procedures

2.5.1 Gate Access and Badging

US citizen LANSCE WNR, Lujan, and pRad users who don't have a valid LANL badge or DOE HSPD-12 badge -- or who do not already have TLD and TED dosimeters -- are required to arrive and wait at the TA-53 Guard Gate. They need to call the LANSCE User Office (505-667-6797) or pRad User Office (505-667-4467) to notify staff of their arrival. They will receive their badges that have been issued remotely and proceed to Building 7 (WNR and Lujan Center users) or Building 1 (pRad users and visitors of all other LANSCE facilities). All UCN Users should arrange to check in with the P-3 Group Office upon arrival (p3managers@lanl.gov). IPF visitors should check in with the local PI upon arrival.

Non-US citizen users need to stop by the LANL Badge Office (Otowi Building, TA-3, Bldg. 261) to pick up their badge during the scheduled appointment time before coming to TA-53. The User office will coordinate the appointment scheduling process.

LANL badge holders will pass the gate security check and proceed to Building 7 (WNR and Lujan Center users), Building 1 Room A139 (pRad users and visitors of all other LANSCE facilities), or Building 1 Room A142 (UCN visitors) for training and user check-in.

2.5.2 Onsite Training

All onsite training and exams will be administered in Building 7 (WNR and Lujan Center users) or Building 1 (pRad users, UCN visitors, and visitors of all other LANSCE facilities). Training in Building 1 needs to be scheduled by appointment with the LANSCE Training Office (ta53training@lanl.gov) to keep the number of people allowed in the Training Office within COVID-19 guidelines (Lobby Room B103, Bldg. 1).

Internal LANL users (WNR, Lujan, and pRad) need to complete all training in UTrain and need to receive a print-out of the "Green Sheet" at the respective training location. The training confirmation can be a print out of the UTrain page showing completion.

2.5.3 User Check-in

User check-in will be completed in the Building 7 (WNR and Lujan Center users), Building 1 Room A139 (pRad users) or Building 1 Room A142 (UCN visitors).

2.5.4 Safety and Security Briefing

LANL Policy POL1201-6 requires that before visitors come on-site, the sponsoring LANL employee 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. All rules regarding social distancing, PPE, and area occupancies must be followed. The POC will also review allowed building access at this time (see below).

3 Working at LANSCE

3.1 LANL's Daily COVID-19 Health Assessment

Again, 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>) and communicate the results to their POC.

Remember that if you do not have to be present at LANSCE on a given day, do not come to LANSCE. If you do have to be present, limit both your time on site and your interactions with other workers.

3.2 Physical Risk Mitigation and Protection Measures

3.2.1 Fully Vaccinated Individuals

The term “fully vaccinated” means that it has been 14 days or more since an individual received the last required dose in their vaccine series. In accordance with CDC recommendations fully vaccinated employees, subcontractors, visitors, and guests are not required to wear face masks/coverings or maintain social distancing while working on site. Fully vaccinated individuals may wear face masks/coverings if desired.

Fully vaccinated individuals should continue to wash hands often with soap and water for at least 20 seconds when they get to work, before eating or drinking, before and after using the bathroom, and before leaving the job site.

3.2.2 Building Access Limitations

For those users who come onsite and are unvaccinated, building access is limited. ***Do not visit any location without specific authorization; contact your POC if you believe you have a need to access another area.*** If you have special needs, please let us know early. In general, users will have access to the relevant experimental area, designated restroom, and a shared office space. Expect that the experimental area may be accessed by users of the current experiment and support staff. The restrooms are being designated to separate external and internal staff, and LANSCE staff from other LANL workers. The shared office space will be provided to isolate

the group of users associated with a given experiment. These steps are being taken to isolate sets of staff to minimize possible transmissions and thus health risks, as well as maximize the continuity of operations. There will be a refrigerator available, particularly for users with special needs, but unvaccinated users are strongly encouraged to plan to take their meals offsite. The LANSCE User Office will have a working office set up in TA-53, Building 7 -- the WNR control room for Lujan/WNR users, where additional concerns can be addressed.

3.2.3 Facility, Building, and Flight Path Specific Requirements

Facility, building, and flight path specific requirements and occupancy limits will be posted. All signage on specific requirements for buildings, areas, and rooms must be followed.

3.2.4 Personal Protective Equipment (PPE)

Masks/face coverings are required onsite for unvaccinated users and visitors. Either a LANL-provided face mask/covering or a personally-owned facemask/covering (without an exhalation valve) should be worn at all times while on-site, including while exercising. Exceptions are made only for when an individual is alone in an individual office or vehicle, when eating, when wearing respiratory protection for other hazards associated with the work, or for outdoor work when heat stress is a potential hazard. When eating, employees must ensure they maintain at least six feet distancing at all times. Individuals must remove their face mask/covering temporarily if a Laboratory Security Officer requests them to do so. When removing the face mask/covering, be sure to observe social distancing of at least six feet.

Workers should take extra precautions while performing hands-on work in a shared space, particularly when those sharing the space have been granted a waiver from the quarantine. To the extent possible, workers should avoid shared equipment and have tools dedicated to individual users. Where equipment or tools must be shared, consider limiting access by sub-teams. For example, have a separate keyboard and mouse while accessing a data acquisition system; or, have two sets of tools for two shifts of workers. Where tools must be shared, particularly where disinfectant is not an option, or where there are significant common touch points, workers are encouraged to wear gloves for contamination mitigation and follow the same procedures as they would for radiological hazards.

3.2.5 Social Distancing

Any work that cannot be done while maintaining social distancing must be explicitly authorized.

Social distancing of 6 ft. by unvaccinated individuals should be maintained when possible, but not at the expense of other safety considerations. Where there are activities that require such 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) (https://www.lanl.gov/newsroom/_assets/pdf/0827-verbal-screening-temp-check.pdf) must be followed.

Durations in joined spaces (hallways, building lobbies, etc.) should be kept to a minimum and social distancing needs to be maintained by unvaccinated users or visitors at all times.

3.2.6 Cleaning and Sanitizing

All LANSCE users are required to disinfect any joint use workspace and tools, computers and surfaces frequently during the experiment and at the end of the day. Cleaning supplies will be provided.

Frequent 20 second handwashing with soap and water is recommended when getting to work, before eating or drinking, after using the bathroom, before leaving the job site, and at regular intervals throughout the work time. Hand sanitizer should be used when hand washing is not available.

Please contact your POC if hand sanitizer or other disinfectant supplies have run out or are otherwise not available.

3.2.7 Meals

For unvaccinated users, meals should be preferably consumed at the user's offsite location or in a vehicle. Social distancing must be observed while eating or drinking, and extra caution should be exercised as this requires the removal of your mask.

3.3 Remote Experiment Control

As best we can, LANL will make available options for Virtual Private Networks (VPN) and remote computing access to experimental data acquisition (DAQ) and other relevant systems. This is intended to allow users to monitor experiments remotely from their institute, hotel or home. External users are encouraged to contact their POC to understand these options before arrival.

3.3.1 Remote Experiment Execution by VTC

The procedure for VTC experiment execution is found [here](#).

3.3.2 Remote Experiment Control from Offsite Access to LANSCE

Proprietary experiments will utilize the VPN of the external institution to remotely control the experiment and data acquisition. Specifics need to be coordinated with the POC and fully understood beforehand.

Non-proprietary experiments will utilize a custom LANL portal for remote data acquisition. Non-LANL external users will be issued a CryptoCard for remotely accessing the portal.

3.4 IWDs and Working with Hazardous Materials

Working with hazardous materials is regulated and there are no changes to any requirements due to COVID-19. Integrated Work Documents must be followed. If the work requires an exemption to the maximum number of people allowed in an area for safety and security the exemption needs to be approved and granted before it is used.

3.5 Expectations for COVID-19 Testing and Contact Tracing

Following the recommendations of LANL and external medical professionals, LANL pursues a rigorous approach to testing, contact tracing, and precautionary isolation. All unvaccinated workers -- LANSCE residents and users -- 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). Each worker is required to report any symptoms to the LANL COVID-19 Hotline (505-606-2667). If isolation or testing is recommended by the medical staff, these records will play an essential role in quickly and effectively contact tracing. The decision to isolate additional workers can also be informed by this information.

In order to provide for continuity of operations, additional workers may be tested. Testing will be carried out by the LANL medical staff and the results used in evaluating the release to return to work. Directions for testing will be given by the COVID Hotline.

If at any time you recognize that you have developed symptoms associated with COVID-19, immediately self-isolate (returning to your accommodation or home) and call the LANL COVID-19 Hotline (505-606-2667).

3.6 Emergencies

Please remember that the COVID-19 procedures are a supplement to existing work procedures. If you or someone else is experiencing a life-threatening emergency, always call 911 to seek immediate assistance. In the event of other serious emergencies, call the LANL Emergency Operations Center (7-2400 from any LANL landline) and then notify the LANSCE Duty Office and your POC. The LANSCE CCR Control Room is staffed 24x7 and has close by who can also help.

Life Threatening Emergencies: 911
LANL Emergency Operations Center: +1 505-667-2400
COVID-19 Hotline: +1 505-606-2667
LANSCE Duty Officer: +1 505-500-2072
LANSCE CCR Control Room: +1 505-667-5729

4 Post-Experiment

4.1 Radiological Survey of Samples and Equipment

All radiological surveys for free release of samples and equipment will be executed by a Health Physics Radiological Control Technician (RCT). When done in presence of the unvaccinated user social distancing needs to be observed all the time and samples/equipment need to be ready for the survey without the need of passing the to be surveyed item from person to person.

4.2 Returning of LANL Badges and Dosimeters

All LANL Visitor Badges and temporary issued dosimeters need to be returned at the end of the visit.

WNR and Lujan Center users return the badges and dosimeters to the LANSCE User Office in the Building 7 or the respective IS/IA of their flight paths. pRad users and UCN visitors return the badges and dosimeters at Building 1 room A139 (pRad users) or Building 1 Room A142 (UCN visitors).

Please use the box at the TA-53 guard gate to return badges and dosimeters if the above locations are not staffed when you leave LANSCE.

4.3 Return Shipment of User Equipment

All shipments to and from LANSCE go through the central LANL SM-30 warehouse. There are no special requirements or additional restrictions at this time.

However, shipments of all kinds are taking longer due to COVID-19 related delays that are being experienced generally. Users should account for this when shipping their equipment back to their home institution. For fast processing the user is responsible to provide all the necessary information (shipping detailed content, label information, carrier, etc.) to the User Office. The User Office will initiate a ShipIT request.

4.4 Experiencing COVID-19 symptoms after your visit to LANSCE

If you experience any of the listed symptoms on the Daily Self-Assessment questionnaire after your departure from LANSCE please contact the User Office and your hosting POC immediately.

5 Appendix 1 - Steps to receive a badge at LANL

1. Must have an Active HR Oracle record (Person Type CON or EXT)
2. Must have a Badge Request
3. Scanned copy of identity and citizenship documents (see table below for acceptable forms)
4. Clear photo of person to be issued a badge: must be a head shot (see example below)



5. Current phone number and email address of person to be issued a badge

Please email numbers 3-5 above to the LANSCE User Office lansce-user-office@lanl.gov or for pRad to prad-uo@lanl.gov.

The Badge Office is responsible for verifying both the identity and citizenship of every first-time badge applicant. Please use the following quick guide to assist you in obtaining the necessary documentation for badging. Please see our proof of identity and proof of citizenship pages for more information.

ID Type	Identity	Citizenship
A valid, current US passport	✓	✓
An expired US passport		✓
A valid, current Real ID compliant driver's license	✓	
A federally issued PIV card	✓	
Enhanced driver's license (EDL)	✓	✓
Birth Certificate (Original or State Certified Copy)		✓
Tribal Identification Card		✓
INS-issued US naturalization certificate		✓

ID Type	Identity	Citizenship
Military Processing Record (DD Form 1966)		✓
Report of Birth Abroad of a Citizen of the United States of America (Form FS 240) or a Certificate of Birth (Form FS 545 or DS 1350)		✓

The following will NOT be accepted for the purposes of establishing either identity or citizenship:

- Social Security Cards
- An expired driver’s license or a license issued by a REAL ID non-compliant state
- Any ID or state issued driver’s license that states: “NOT FOR FEDERAL USE” (regardless of state compliance with REAL ID)
- Birth Registration documents (church or hospital records)
- International driver’s license
- Employer-issued id card (unless the card has been issued by an agency of the US government)
- Global Entry Traveler Card
- Student ID

PIV-ID issued by a non-Federal government facility