

VCAT June 2020

Return to Work Approach and Guiding Principles, Anita Vanek

Safety and Health to Prevent COVID19 on Campus, Liz Mackey

What you will hear today

1

What NIST looks like today

2

Reopening approach

3

Our approach to keeping our staff safe

Onsite Activities

- Between 120 – 150 NIST staff onsite each day
- Mission essential functions, SRM distribution, select calibrations, and COVID-19 related research continuing onsite
- Gaithersburg: Environmental controls only maintained in AML, datacenter, and select locations across campus
- Boulder: Continues to support NIST, NOAA, and NTIA Mission essential functions

Telework Activities

- 3,600 telework users every day; about 93% of employees have teleworked in the last 30 days
- Virtual meetings, collaborations, onboarding, leadership teams

- **Ensure the ongoing safety** of NIST staff and compliance with federal, state, and local laws, regulations, and policies.
- **Create an “operational ready state”** so that services can be brought back online as needed.
- **Minimize the number of staff onsite** by optimizing our approaches to mission activities and service delivery.
- **Decisions on what activities resume** will be based on mission priorities and initially will focus on projects with near-term national security, economic, or health and safety deliverables.

Determining our status

External factors

- What is happening in the states and communities around us
- Guidance and regulations from local, state, and federal governments

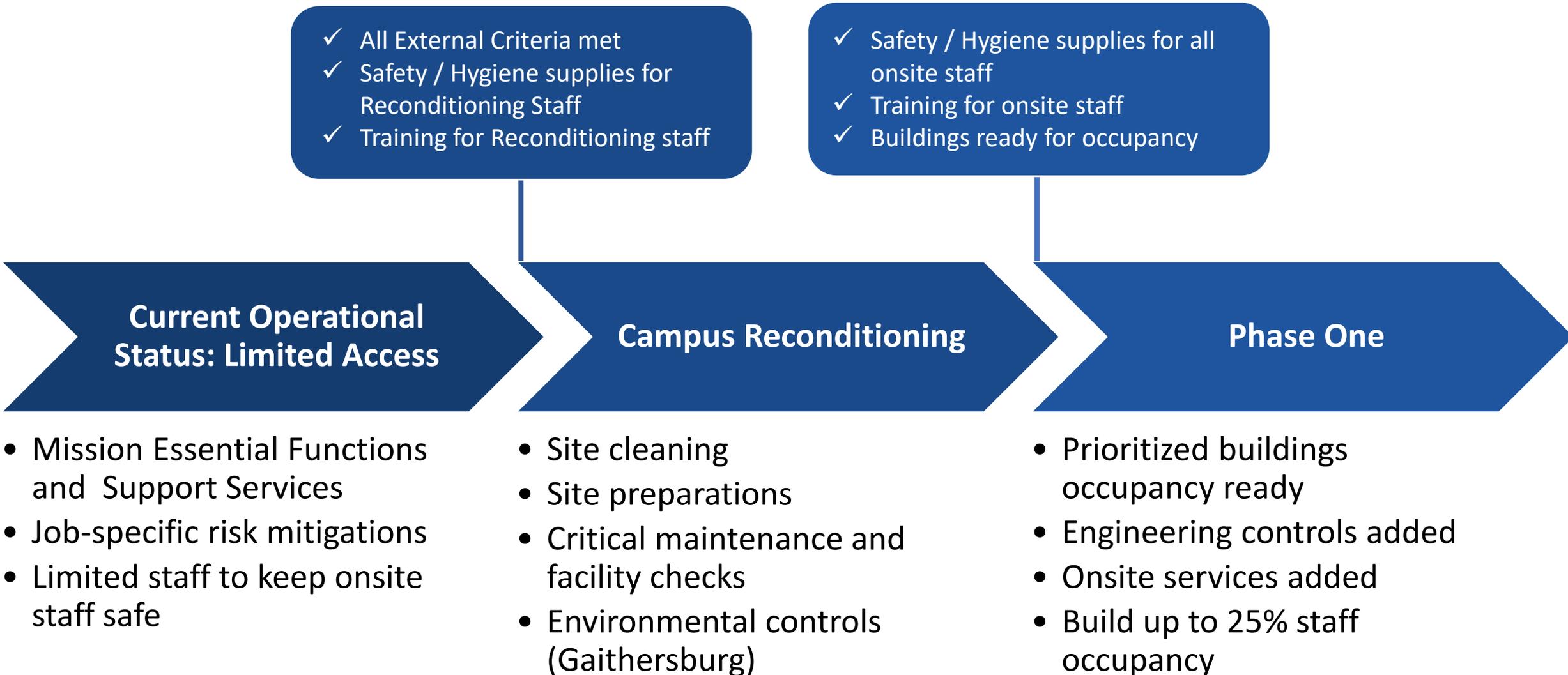
Internal factors

- Safety protocols in place
- Necessary supplies
- Campus / buildings ready for occupancy

Restart Phases	Description
Limited Access*	Mission Essential Functions
Phase One	Up to 25% staff
Phase Two	Up to 50% staff
Phase Three	Up to 75% staff

*Current Phase

Timeline: Leading up to Phase 1



Reopening Team Structure

NIST Management Team

NIST Director | Chief of Staff
Associate Directors
Strategy | Legal

Deciding body on gating
criteria, major policies, and
NIST site status

Executive Safety Committee

Lab Directors, OSHE,
and other senior
representatives across NIST

Deciding body on NIST
safety policies and
procedures

Reopening Advisory Team

Senior representatives
from the labs and MR

Provides input into
reopening processes and
procedures

Teams

Supplies

Site Cleaning and Sanitization

Onsite Services

Engineering Controls

Employee Relations

Communications

Safety Protocols

Reconditioning the Site

COVID Case Trends

NIST is ensuring a safe work environment and consistent policies for all staff

Major Activities

- HR-related policies for high risk staff members, leave, and telework
- Guidance for supervisors on how to talk to staff, answer questions, and where to go with questions
- Safety Protocols for working safely on campus
- Identify and implementation of engineering controls (barriers, floor markings, ventilation)
- Site cleaning and disinfections
- Hygiene supplies (disinfectant wipes and hand sanitizer)
- Positive case response – disinfection and contact tracing
- Training and signs communicating how to stay safe

The implementation of many activities is federated and requires NIST OUs to help in preparing for & executing reopening

Planning for Reopening

- Identify what functions / people need to return and in what order
- Reaching out and having conversations with their staff
- Determine what buildings and spaces need to be occupied first
- Review hazard reviews / work procedures and update, if necessary, based on guidance

During Reopening

- Manage the “flow” of staff and OU-owned spaces
- Identify and provide job / lab-specific PPE

Key messages for our staff

- **Safety:** Safety is our highest priority. When we re-open NIST, there will be new protocols in place to protect against spread of COVID19.
- **Employee Support:** We are working to understand our staff's concerns and are doing our best to address them.
- **Telework:** Our staff that can telework will be continuing to do so
- **Onsite Functions:** NIST Leadership are setting priorities to determine what functions come back first.
- **Timeline:** We are not flipping a switch. There is no deadline. Campus operations will restart in phases as conditions permit.

Each federal agency is required to have a Continuity of Operations Plan (COOP)

FEMA provides a template and instructions that include a requirement to plan for many hazards that may threaten operations, among them pandemic influenza.

NIST Documents

- Incident Response Playbook
- Continuity of Operations
- Pandemic Playbook

These documents guided NIST's reduction to mission critical or limited operations

Pandemic Plan

NIST Incident Response Playbook (refers to COOP)

NIST Continuity of Operations Plans
Pandemic Plan

1. Readiness
 - a. Review and update plan
 - b. Conduct exercises
2. Monitor Situation
3. Convene Response Team
4. Implement Plan
 - a. Mission essential functions
 - b. Roles and responsibilities
 - c. **Implement mitigation strategies**
5. Post Pandemic – Return to Work

JAN 21
First Case in US →

JAN 29
NIST convenes IRT

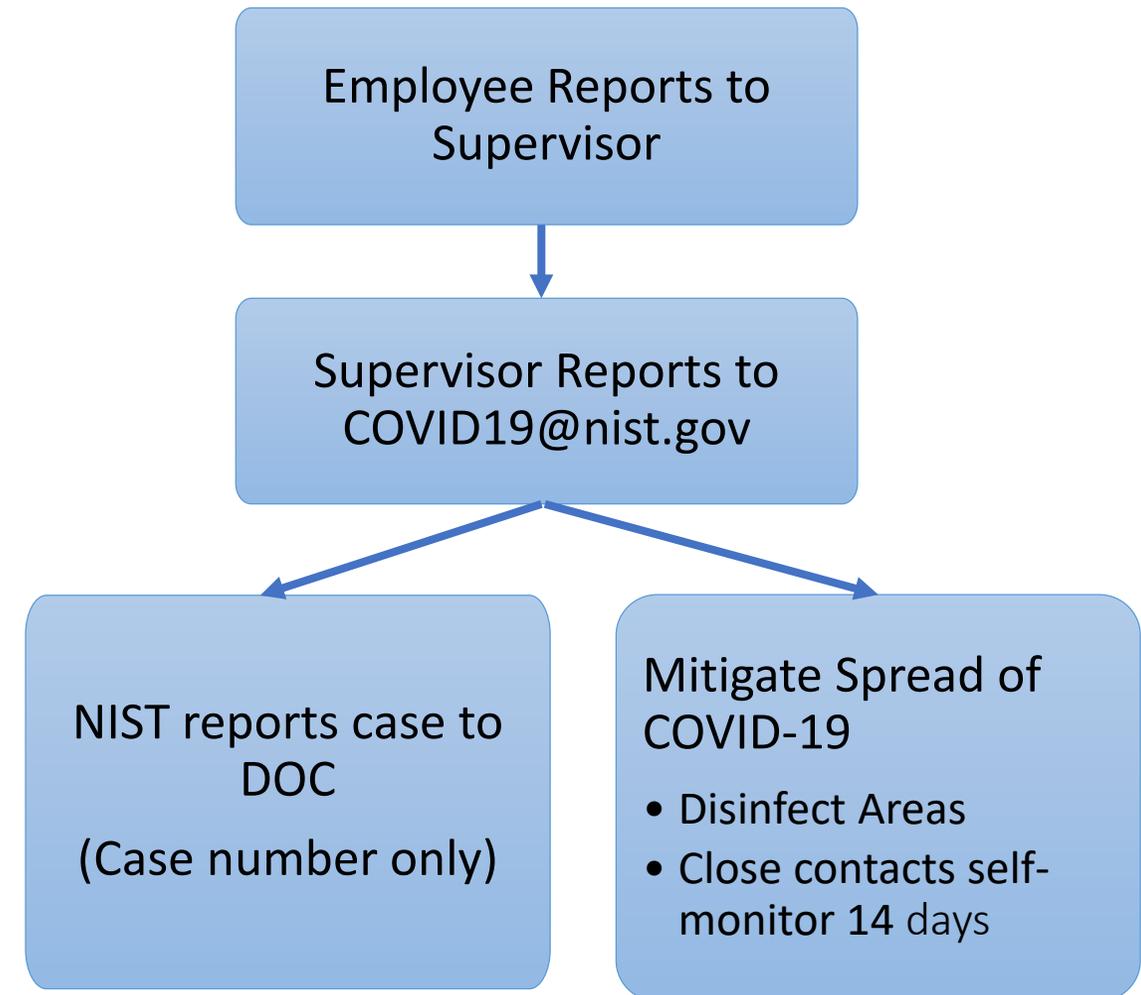
MAR 11
WHO declares Pandemic

MAR 17 - MAR 22
NIST & DOC procedures

MAR 23
Mandatory Telework

COVID-19 on Campus: Reporting, Disinfection and Notification

1. Employee reports to supervisor
2. Supervisor reports to COVID19@nist.gov
 - Informs employee to go/stay home
 - Line management is informed
 - Daily status report to DOC
- 3. Disinfection, Close Contact Notification**
 - Instruct close contacts to stay home and self-monitor for 14 days
 - Disinfect rooms and common spaces used by individual
4. Inform others as appropriate



Re-opening Phases
Defined by OMB/OPM and
National Guidelines
*“Opening Up America
Again”*

Monitor local conditions. Criteria for re-opening include:

- 14-day downward trend in flu and COVID-like illnesses
- 14-day downward trend in documented COVID cases
- Hospital readiness without crisis care
- Robust healthcare worker testing

For all phases of re-opening ensure policies are in accordance with Federal, State and local regulations for:

- Social distancing
- Hygiene practices including use of face coverings
- Cleaning and disinfection
- Use of personal protective equipment when required
- Ensuring that symptomatic and ill people do not come to work
- Contact tracing when an employee tests positive for COVID

A. Local Community Considerations:

Assess state and regional conditions:

- Schools and daycare
- Mass transit
- Facility requirements

Human Resources

- Telework guidance
- Flexible workplace, hours
- Flexible leave policies
- Guidance for high-risk staff

B. Telework Guidelines

- PHASE 1: Lift mandatory telework, continue telework as feasible; maximum telework for high-risk staff
- PHASE 2: Lift maximum telework, encourage telework where possible and as needed to promote social distancing and meet employee needs (e.g. health of employee or family members, childcare, transportation)
- PHASE 3: Implement optimized operations and new work arrangements

C. Personnel Guidelines Return to work for employees in low-risk communities; consider health status:

- Vulnerable populations–Should continue maximum telework
- Healthy, less than 65y– Allow return with face covering and other precautions
- Symptomatic/ill– Agency process for reporting, disinfecting, contact tracing

D. Facilities, Service and Operations Guidelines

- Prioritize facility re-opening based on mission, public-facing services
- Restrict access to facility by developing policies for screening employees, contractors and visitors
- Follow CDC guidance including:
 - ✓ Provide hygiene supplies: hand sanitizer, soap, towels, disinfectant
 - ✓ Maintain cleanliness and disinfect according to CDC guidelines
 - ✓ Maintain social distancing and vigilance, e.g., limited gatherings, reconfigured spaces, prohibiting communal food in cafeterias

- Ensure mechanical systems function
- Pest control
- Flush water lines
- Evaluate ventilation
 - Subject Matter Experts from EL, OFPM and OSHE provide recommendations
 - OU's may supplement with portable HEPA filtered units (consult with OSHE)
- Upgrade routine cleaning and disinfection protocols
- Provide disinfection supplies; hand sanitizer; face coverings
- Post areas to restrict gatherings; limit occupancy; mark off 2-m distances where people queue
- Post reminders of hygiene protocols, COVID prevention tips
- Issue safety protocols and return to work training

Guiding Principles for COVID-19 Health and Safety

NIST



Centers for Disease Control and Prevention
CDC 24/7: Saving Lives, Protecting People™

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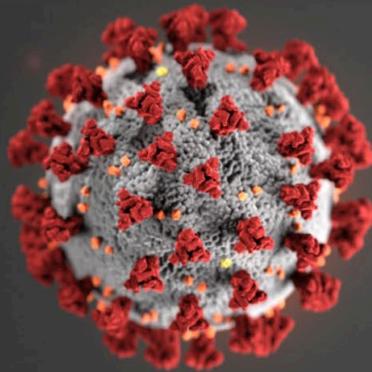
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Coronavirus Disease 2019

CDC is responding to the novel coronavirus outbreak.

[Learn More About COVID-19](#)

CDC Guidance, OSHA Job Risk Category and Hazard Mitigation

Guidance on Preparing Workplaces for COVID-19

OSHA 3990-03 2020

1. Roles and Responsibilities for Implementing OMB-OPM Memorandum M-20-23
 - Decisions Based on Gating Criteria for Phased Operations
2. Screening to Prevent Campus Access by Individuals with COVID-19
3. Requirements to Mitigate Spread of COVID-19
 - Workplace Distancing and Reduced Staffing
 - Routine Hygiene and Disinfection
 - Safe Use of Cloth Face Coverings
4. Pandemic-Specific Requirements for Hazard Reviews
5. Response to COVID-19 Cases: Reporting, Disinfection and Notifications
6. Training for Re-Entry to NIST Campuses

Questions



**National Institute of
Standards and Technology**
U.S. Department of Commerce