Rome Lab Return to the Workplace Guide

We treat the health of our military, civilians, contractors and their families as our first priority for returning personnel to Rome Laboratory. This is why most of you will continue to work from home for the foreseeable future. For those individuals who cannot telework effectively, or are needed as we return to the RI main campus, Newport Test Site and Stockbridge Test Site, many safeguards (engineering controls, administrative controls and personal protective equipment) have been put into place to ensure your safety and the safety of those around you.

1. First, Rome Lab will not be performing temperature checks at this time, so I ask that you test your temperature each day before reporting. If you do not feel well, or have a temperature over 100 F, then please stay home. If someone in your household has a fever or you suspect may be positive for COVID-19, please stay home. For military and civilian personnel, the leave policy we have in place will ensure you do not have to use sick or annual leave if you have COVID-19 or are caring for a family member with it. Contractors should check with their company supervisor for guidance on leave policy.

2. Please remember to wear a mask. You must wear a mask at all times when walking to your workplace and around the lab. Rome Lab has procured over 2500 masks to ensure personnel always have a mask available. These masks are machine washable up to 30 times (cold water) and can be tumble dried on low. If you need a mask, please contact your division. If you are more comfortable wearing your own mask, please continue to do so, as long as the mask meets specific guidelines (see trifold pamphlet). If you have 6 feet or more of space between co-workers, then a mask is not required to be worn at your desk or work area.

3. Vending machines and food courts may continue to remain empty/closed so please plan your dietary needs accordingly.

4. You will be required to come in through the main gate. **Please do not roll down your window when you approach the gate.** Please show your badge through the driver’s side window, then turn over so security can scan the back (badge can be scanned through the glass).

5. Entry to the facilities will be limited to the main door by Security B3, the northwest door to B2 by the loading dock and the new south entrance to B106 in front of the main parking lot. Please discuss with your supervisor hours/days you are required to work on site and the first day that you are authorized to report. When you arrive at the entry door please remember to practice social distancing.

6. As you enter the facility, you will find hand sanitizer and disinfecting wipes available at the assigned entry doors. While hand sanitizers do work, hand washing is still the best method to ensure your hands are properly cleaned. Disinfecting wipes can be used in a pinch to clean hands, but are there at the entryways to provide extra cleaning of door handles and other multiple touch areas. In addition to these areas, you will find hand sanitizer and/or disinfecting wipes at break rooms, division offices and secure facilities.

7. Your office, as well as most offices, will have reduced manning on site. Your supervisor may have you and coworkers coming in on alternate shifts to allow for social distancing and reduce the chance of spread should someone become positive for COVID-19. Each workplace is unique, so please check the policy of any office you must work closely with.

8. All common areas, the colosseum and the library will remain closed at this time.
9. We encourage testing for COVID-19. If you believe you have COVID-19, or have been in contact with some with the virus, a testing site can be found on Hangar Road and is now open. You must call for an appointment (1-888-364-3065) for an appointment. They are currently taking only healthcare workers, those showing symptoms or personnel who were exposed to COVID-19, but may open to asymptomatic personnel in the near future.

10. If you take a test for active COVID-19, and the test is positive, please notify your supervisor immediately. If you are suffering symptoms, then please go home. Someone will contact you to determine where you were in the building and who you may have had contact with. If no symptoms are present, try to remain on site (in your car) until someone can interview you for your location and contacts within Rome Lab. Depending on your New York State County, a Public Health nurse will contact you for a much more in depth interview. You will be placed on mandatory quarantine/mandatory isolation at that time (length will be determined on a number of factors. At the end of your quarantine, please request a release letter from the county and provide a digital copy to Hanscom Public Health when they request it. You will not be required to provide Rome Lab a copy for entry back onto the main campus or the test sites.

11. Personnel placed on mandatory quarantine will not report to work under any circumstances. Telework is acceptable if individual is asymptomatic or whose symptoms are mild.

12. Work areas affected by someone testing positive for COVID-19 will be closed for a minimum of 24 hours. At that time, janitorial services will clean the affected areas before they can be used again. Personnel from the Safety Office will track cleaning to ensure everyone’s safety and health.

13. If you take a test for COVID-19 antibodies and you test positive, please contact your supervisor. Your supervisor will then contact the Safety Office and provide only limited information (was the individual military, civilian on contractor). That information will be forwarded to Hanscom AFB Public Health for AF tracking purposes.

We will continue to update you when changes are made. If you have a health, safety or supplies related question, please contact Bill Brain (330-2754) or Wendy Medley (330-3301) from the Safety Office. All other questions should be directed to Lt Col Kramer (330-2096).