

1. COVID-19: Safe & Secure Work Practices for Subcontractors Working On-Site

1.1 COVID-19: Safe & Secure Work Practices for Subcontractors Working On-Site

COVID-19: Safe & Secure Work Practices for Subcontractors Working On-Site

PRESENTED BY
Sandia Management

SAND2020-5396 TR | Technical Questions: (505) 845-2243 | Version 06162020


Sandia National Laboratories

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Employee Health Services


1.2 Key Takeaways


KEY TAKEAWAYS



WHEN YOU'VE COMPLETED THIS COURSE, YOU'LL BE ABLE TO SUCCESSFULLY:

- Describe the **COVID-19 safe and secure work practices** and **Sandia's layered controls** for protecting the safety and health of all who work on-site at Sandia.
- Perform **daily health-screening procedures and take action accordingly** in preparation for working on-site at Sandia.
- Follow **COVID-19 safe and secure work practices** while doing work on-site at Sandia, including complying with social distancing, face-covering and other relevant requirements.
- Utilize **COVID-19 risk-reduction resources**, including handwashing, disinfecting surfaces and other vital online resources.



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1.3 Introduction

INTRODUCTION

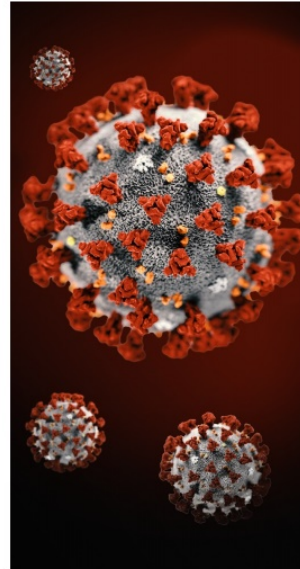


YOUR SAFETY & HEALTH

Sandia has developed **COVID-19 safe and secure work practices to protect your health and the health of others.**

We must face this pandemic together by taking appropriate precautions and looking out for each other in our Sandia work environments.

This **training prepares you for working at any Sandia National Laboratories facility** and others who may need to come on-site in the future.



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1.4 Your SDR's Guidance

YOUR SDR'S GUIDANCE



YOU'LL BE CONTACTED BY YOUR SANDIA DELEGATED REPRESENTATIVE (SDR) WHEN IT'S TIME FOR YOU TO WORK ON-SITE

Do not come on-site until your SDR has given approval. You and the SDR will discuss these topics as applied to your work:

- **Review/evaluation of all work to reinforce and refresh information**
 - This is also to determine if the work scope and plan is altered by COVID-19 restrictions and necessary modifications to combine Activity Level Work (ALW) hazard controls with COVID-19 controls
- **Safety briefing/kick-off**
- **Workspace and schedule modifications** to limit proximity to others, which may include reassignment of workspace, adding physical barriers, altering work schedules and Personal Protective Equipment (PPE) use



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1.5 COVID-19 Transmission

COVID-19 TRANSMISSION



WHILE ON-SITE, KEEP IN MIND HOW COVID-19 IS SPREAD

With each activity you do on-site, **remember** how COVID-19 is spread and **proactively** think how to avoid transmission of the virus.

1. PERSON-TO-PERSON

The virus is spread mainly person-to-person.

- ❖ It spreads between people who are in close contact with one another (*within about 6 feet*).
- ❖ Respiratory droplets are produced when an infected person coughs, sneezes or talks.
- ❖ These droplets can land in the mouths or noses of people nearby or possibly be inhaled into their lungs.
- ❖ Recent studies indicate that even people not showing COVID-19 symptoms can transmit the virus to others.

2. CONTAMINATED SURFACES OR OBJECTS

This isn't the main way the virus spreads, but we are still learning.

- ❖ It may be possible to get COVID-19 by touching a surface or object that has the virus on it and then touching their mouth, nose or eyes.

Additional details: [CDC: How COVID-19 spreads](#)



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Additional details: CDC: How COVID-19 spreads:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html>

1.6 Sandia's Layered Controls

SANDIA'S LAYERED CONTROLS



HOW SANDIA IS KEEPING YOU SAFE



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Sandia has implemented “**layered controls**” based on **CDC guidance to reduce the risk of COVID-19 infection and spread** during work on-site, as seen below:

Screen individuals to prevent entry of those who may be at risk of transmitting the virus (daily health screenings, on-site testing)

Manage work environment to support social distancing (limited density, adding barriers, alternating work schedules, etc.)

Mandatory face-mask wearing in all common areas and when within 6 feet of others indoors or outdoors


Rapid medical response/mitigation of a positive case (rapid testing, rapid notification, contact tracing, decontamination and quarantine/isolation)

Sandia empowering the workforce to adapt to the new norm by providing tools and education



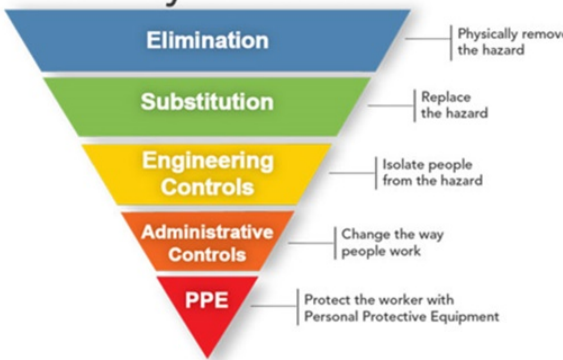
1.7 Reducing Risk Through Controls

REDUCING RISK THROUGH CONTROLS




USING A COMBINATION OF CONTROLS TO KEEP YOURSELF AND OTHERS SAFE

Hierarchy of Controls



- Elimination** — Physically remove the hazard
- Substitution** — Replace the hazard
- Engineering Controls** — Isolate people from the hazard
- Administrative Controls** — Change the way people work
- PPE** — Protect the worker with Personal Protective Equipment

Most effective




Least effective

Controls you can apply

Engineering controls:
Physical barriers
(closing office door, etc.)

Administrative controls:
Stay home when sick
Social distancing
Frequent handwashing
Avoid touching your face
Cough/sneeze etiquette
Clean high-touch surfaces

PPE:
Face masks
Gloves

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1.8 Your Preparations Before Coming On-Site at Sandia



**COVID-19: Safe & Secure Work Practices
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Your Preparations Before Coming On-Site at Sandia



1.9 Monitoring Your Health

PREPARATIONS FOR COMING ON-SITE



MONITORING YOUR HEALTH

To ensure Sandia can continue to meet its national security mission and minimize COVID-19 spread among the on-site population, **Sandia is implementing daily health screenings** on all individuals prior to entering any Sandia facility.

Each day prior to entering Sandia facilities, subcontractor employees:

- **With an SNLID or sandia.gov email** must fulfill the daily screening requirement via a mobile/desktop app or report to an in-person screening.
- **Without an SNLID or sandia.gov email** must report to an in-person screening location.




Up next, you'll learn more details about the app and in-person screenings.




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1.10 Online or Phone App: Sandia Health Check

PREPARATIONS FOR COMING ON-SITE




I. ONLINE OR PHONE APP: SANDIA HEALTH CHECK
(only for subcontractor employees with an SNLID or sandia.gov email)



The health check app can be utilized on personal devices.

Using the [online or downloaded-phone app](#), you'll:


- Provide answers to **COVID-19 health screening-questions** before accessing Sandia facilities. Only medical staff will have access to the personal information you enter in the app.
- The app will then provide either:



GO

Clearance for you to access on-site Sandia facilities

OR



STOP

Instructions for you to stay home and monitor symptoms or contact Medical immediately




online or downloaded-phone app:


https://www.sandia.gov/working_with_sandia/current_suppliers/covid-19/index.html#appLink

1.11 In-Person Screening

PREPARATIONS FOR COMING ON-SITE



2. IN-PERSON SCREENING



You can use this option at [specific Sandia locations](#) and then continue on to your workspace:

- Medical screeners will ask you **COVID-19 health screening-questions**. Only medical staff will have access to your personal information.
- The screener will then provide you instruction:


GO

Clearance for you to access on-site Sandia facilities

OR

STOP

Sent home to monitor symptoms or contact Medical immediately

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specific Sandia locations:

https://www.sandia.gov/working_with_sandia/current_suppliers/covid-19/index.html#locationsLink

1.12 Sandia Health Surveillance System

PREPARATIONS FOR COMING ON-SITE



SANDIA HEALTH SURVEILLANCE SYSTEM

Anyone with a **positive COVID-19 symptom screening** will be denied access to any Sandia facility.

Refusal to take part in daily health screenings will result in being denied access to any Sandia facility.

As a reminder, Sandia's subcontractors and their employees are **not to enter any Sandia facilities if they are ill or exhibiting any COVID-19 symptoms.**



For further details, go to [Sandia COVID-19 Information](#).



Sandia COVID-19 Information:

https://www.sandia.gov/working_with_sandia/current_suppliers/covid-19/index.html


1.13 Contact Sandia Medical If...

PREPARATIONS FOR COMING ON-SITE



CONTACT SANDIA MEDICAL AT (505) 284-4700 IF ANY OF THE FOLLOWING APPLY:


- You have been tested for COVID-19 and received a positive test result.
- You are being tested for COVID-19 and are awaiting test results.
- You were told by your personal healthcare provider that you may have COVID-19 based on your symptoms but were not tested.



- You share a residence with someone who has been told by their personal healthcare provider that they have or may have COVID-19, either by testing or symptoms alone (*household contacts of individuals with COVID-19 are at greater risk of contracting the virus*).

Sandia is now offering [COVID-19 testing](#).

[CDC: COVID-19 symptoms](#) (*for the most up-to-date information*).



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Sandia COVID-19 testing:

https://www.sandia.gov/working_with_sandia/current_suppliers/covid-19/index.html#testing

CDC: COVID-19 symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

1.14 Protective Face-Covering Guidance

PREPARATIONS FOR COMING ON-SITE



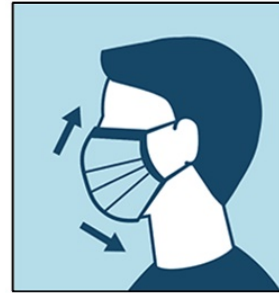
PROTECTIVE FACE-COVERING GUIDANCE

Protect others – wear a face covering!

Face coverings (personal or employer-provided) are **required** to be worn at all times:

- **In all indoor common areas**
(such as conference rooms, shared cubicle areas, shared offices, break rooms, hallways, stairways, elevators, bathrooms, etc.)
- **When within 6-feet of others outdoors**

Note: If you have a health concern regarding face-covering usage, contact Sandia Medical.




[Click for further Sandia face-masking information](#)



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Further Sandia face-masking information (Slide Layer)


PREPARATIONS FOR COMING ON-SITE

Click to close 

FURTHER SANDIA FACE-MASKING INFORMATION:

- **Surgical masks or cloth masks** must be worn when performing work within 6 feet of others.
- **Face coverings with exhalation valves are strictly prohibited** as these devices do not provide source control of the virus. Exhalation valves allow the user's breath to escape directly from the mask.
- Wearing a personal face mask for health reasons on Sandia premises **does not violate security protocol**, which has been recently revised.

For further details, go to [Sandia COVID-19 Information](#).



Sandia COVID-19 Information:

https://www.sandia.gov/working_with_sandia/current_suppliers/covid-19/index.html

1.15 Safeguards & Security Notices

PREPARATIONS FOR COMING ON-SITE



SAFEGUARDS & SECURITY NOTICES

- **Badge readers on Sandia buildings have now been activated for 24/7 operations**, rather than just evening and weekend hours. Since a PIN is not required, **no direct contact** with the readers is necessary. Swipe or present your badge to gain access.




- **Individuals are not allowed to 'vouch' others into pedestrian access control points**, such as doors, gates and turnstiles. All individuals must swipe or present his/her own badge at each access control point to enter buildings and secure areas.
- **Note that personal mobile devices cannot be taken into the Limited Area buildings.**




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1.16 Safe Work Practices While Working On-Site at Sandia

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**Safe Work Practices While
Working On-Site at Sandia**

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1.17 Protect Yourself and Others by Doing 4 Key Things

SAFE WORK PRACTICES ON-SITE



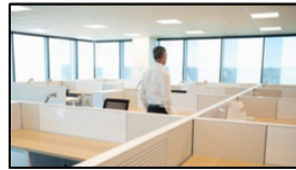
PROTECT YOURSELF AND OTHERS BY DOING 4 KEY THINGS

The four most important steps you can take to **minimize your risk of contracting or spreading COVID-19** in the workplace are simple:

Sick? Stay home -- or go home if sick at work!



Don't touch your face, especially eyes, nose & mouth!



Social distance by staying at least 6 feet away from others!



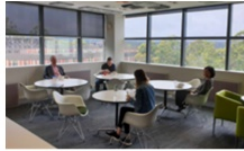
Wash your hands frequently with soap and water!



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1.18 Tips to Safely Navigate Common Areas

SAFE WORK PRACTICES ON-SITE



TIPS TO SAFELY NAVIGATE COMMON AREAS:

- **Always take your face covering with you** as you move about during the day.
- **Drive separate vehicles**, but if that's not an option, then everyone in the vehicle shall wear a face covering.
- **Wait for an empty elevator or take the stairs.**
- **Close the door** while working in your office.
- **In restrooms, stand back and wait** to use the sink until others finish.
- **For small rooms, wait** until anyone occupying the room has left before entering.
- **Follow [conference room protocols](#)** (click for details).



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Conference room protocols (Slide Layer)

SAFE WORK PRACTICES ON-SITE



Click to close



IF YOU ABSOLUTELY MUST MEET IN-PERSON, REMEMBER CONFERENCE ROOM PROTOCOLS:

- **Limit in-person meetings** to only those that cannot be held by other means (*offer a Skype option for others*).



- **Maintain 6-feet of separation** between attendees and also wear face coverings.
- **Conference room capacity will be significantly lower** than before the pandemic (*~25% of normal*).
- **Recommend limiting meeting times** to no more than an hour. If more time is required, then 10-15 minute breaks should be taken hourly to help with face-covering fatigue.
- **Use only your own** pens and dry-erase markers. Limit keyboard use to 1 person.
- **Discourage paper handouts and eating** during the meeting.
- **Wipe down** high-touch surfaces between uses, if supplies are available.



1.19 Resources/Practices for Staying Safe & Healthy

SAFE WORK PRACTICES ON-SITE

RESOURCES/PRACTICES FOR STAYING SAFE & HEALTHY

Think of the content in this course and the resources below as **valuable weapons in our battle to prevent the spread of COVID-19** in our work environments:

- [Sandia COVID-19 Information](#)
- [CDC: Protecting yourself and others from COVID-19](#)
- [CDC: Handwashing recommendations](#)
- [CDC: Creation/use of cloth face coverings](#)
- [CDC: Cleaning/disinfecting surfaces and workspaces](#)



Sandia COVID-19 Information:

https://www.sandia.gov/working_with_sandia/current_suppliers/covid-19/index.html

CDC: Protecting yourself and others from COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

CDC: Handwashing recommendations:

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

CDC: Creation/use of cloth face coverings:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

CDC: Cleaning/disinfecting surfaces and workspaces:

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

1.20 Conclusion

CONCLUSION



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COURSE SUMMARY

We've covered Sandia's **COVID-19 safe and secure work practices** put in place to keep you and those around you safe and healthy.

Follow daily health-screening procedures in preparation for coming to work on-site at Sandia.

Follow COVID-19 safe and secure work practices while working on-site, including social distancing, face-covering and other relevant requirements.

During the pandemic, it's crucial to **utilize risk-reduction resources**, including the CDC website, handwashing and disinfecting surfaces.



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1.21 End of Course

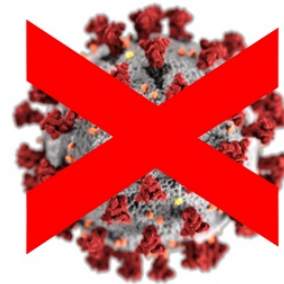
END OF COURSE



THANK YOU for completing the 'COVID-19: Safe & Secure Work Practices for Subcontractors Working On-Site' training.

Please utilize the vital information and resources in this course while at work. We have a responsibility to protect each other!

Click the **next button below** to continue.



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