
1.2 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.

Note: The gray box around the image is only showing only on print versions. It does not show up in the actual e-learning course.
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.
1.4 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
1.5 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.

**I. 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.

**II. 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.

1.6 Sandia’s Layered Controls

HOW SANDIA IS KEEPING YOU SAFE

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

**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.

**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
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.
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)

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:

  Clearance for you to access on-site Sandia facilities
  OR
  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

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

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...

Contact Sandia Medical 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).

Sandia COVID-19 testing:

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

CDC: COVID-19 symptoms:

1.14 Protective Face-Covering Guidance

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
Further Sandia face-masking information (Slide Layer)

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](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.**
1.16 Safe Work Practices While Working On-Site at Sandia


Safe Work Practices While Working On-Site at Sandia
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!**
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).
Conference room protocols (Slide Layer)

SAFE WORK PRACTICES ON-SITE

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.
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:

CDC: Handwashing recommendations:
https://www.cdc.gov/handwashing/when-how-handwashing.html

CDC: Creation/use of cloth face coverings:

CDC: Cleaning/disinfecting surfaces and workspaces:
1.20 Conclusion

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.
1.21 End of Course

END OF COURSE


*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.