



Dane's Desk

Contract Update

05/14/2020

Dear Site Operations Support Services Employees,

As NETL starts to reopen laboratories and ramp up other operations, WE28(a)JV wants to ensure that all SOS4 employees are aware of the current requirements to work on the NETL sites.

This document is intended to address additional protocol being put in place at all three NETL sites for the safety and wellbeing of all employees, vendors, and contractors who will access the site.

This is a living document and will be updated as changes occur to the regulations, protocols, and processes related to COVID-19. We will be continually monitoring the Centers for Disease Control and Prevention (CDC), Occupational, Safety & Health Administration (OSHA), or other government agencies for new information and guidance to minimize the potential risk of exposure to all employees.

We take each employee's health and safety very seriously. We are all in this together and must be respectful and thoughtful of each other in our work environment. With that said, for the safety of all Employees at NETL, the following screening protocol was implemented as of **Monday, May 11, 2020, at 6:00 am** and until further notice.

SITE Access

In order to enter any NETL site, you will be required to wear your face covering, and will be screened by a designated professional who will administer a temperature check and ask you several questions.

- **Temperature Check** – will be taken with non-contact scanning thermometers per manufacturer's instructions. Thermometers will be disinfected by the screeners per manufacturer's instructions. Your temperature must be below 100.0 degrees in order for you to be allowed to enter the site.
 1. A good option would be for you to self-monitor at home before driving to work to make sure you do not have an elevated temperature.
- **Questionnaire** – questions asked will be the following:
 1. Have you experienced any of the following symptoms in the last 48 hours?
 - Fever, Persistent Cough, Shortness of Breath
 2. Within the past 14 days, have you been exposed to someone with confirmed COVID-19 or someone with COVID-19 symptoms?
 3. Within the past 14 days, have you received instruction from a public health or medical professional to self-monitor, self-isolate, or self-quarantine because of concerns about COVID-19 infection? This includes you receiving a COVID-19 test yourself, with results still pending.
- Should your temperature be elevated above the 100.0 or should you answer yes to any of the three questions you will be asked to go home for the day. You will not be allowed back on site until your manager contacts you to return. Note: you may return to work if a doctor confirms

the cause of your fever or other symptoms is not COVID-19 and releases you to return to work in writing.

- Anytime you leave and re-enter the site during the day you will be subjected to the same protocol. This includes traveling between the 900/920 and R&D Plateaus at the NETL Pittsburgh Site.
- Should you be experiencing fever and/or respiratory symptoms while home you should not report to work. Should you feel any of these symptoms at any time during the day please leave work immediately. You are required to let your supervisor know prior to the start of your normal tour of duty or before leaving the site to return home.

While on SITE

The following protocols remain in place and must always be strictly adhered to throughout the SITE.

- **Face Coverings** – all Employees must wear their face covering (covering nose and mouth) at all times except when; drinking or eating, if an employee is alone in an enclosed office with the door closed, an employee is working alone outside, and if an employee is alone in a smoking shelter. Remember this is to protect the people around you if you are infected but do not have symptoms.
 - Face coverings must be routinely worn and washed per CDC guidelines, see further information in this document.
 - These face coverings are not a substitute for social distancing.
 - Avoid Touching Your Eyes, Nose, or Mouth.
- **Social Distancing**
 - Practice social distancing by maintaining a minimum 6-foot distance from others.
 - Minimize your interactions when picking up or delivering equipment or materials always ensuring a minimum 6-foot separation.
 - Gathering of more than 5 people will be prohibited. Look to conference calls as an alternative option to face to face meetings.
 - Avoid shaking hands or making other unnecessary direct contact with fellow Employees or co-workers.
 - When possible avoid taking the elevator or limit occupancy to 50% of maximum capacity.
- **Respiratory Etiquette**
 - Cover your mouth and nose with a tissue when you cough or sneeze
 - Throw used tissues in the trash.
 - If you don't have a tissue, cough or sneeze into your elbow, not your hands.
 - Remember to immediately wash your hands after blowing your nose, coughing or sneezing.
- **Responsible Hygiene**
 - Washing Hands - Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Common Spaces
 - Breakrooms and lunch areas are open but there is no cafeteria service (no food preparation) for the foreseeable future. You should not congregate in these spaces and must follow all the protocol in this document with regard to social distancing and hygiene.
 - Bathroom occupancy should be limited to two (2) people at any one time.

- The use of water fountains is not allowed.
- Tools and Equipment
 - Employees should only use the equipment at their desks. Employees should refrain from using anyone else's desk, phone or computer equipment.
 - When possible tools and equipment should be kept with the Employee for the day. They should all be disinfected at the beginning and ending of the day.
 - If common work tools and/or equipment are present, follow the already set protocols in place for proper use and disinfection.
 - Copier machines, faxes, printers, shredders, and other central equipment should be used with clean hands. Please wash your hands before and after using this equipment. Do not use any disinfectant on machines or equipment as it may cause damage.
- Alcohol-based hand sanitizers and sanitizing wipes will be distributed throughout the sites once received, and all frequently touched surfaces such as workstations, countertops, and door handles should be routinely cleaned. NETL on-site janitorial support services will be disinfecting high-touch and common surface areas twice a day.

Additional Information

- **Not Following Protocol** – remember we are all in this together and these precautions are to safeguard your fellow Employees. We ask that you follow the protocols outlined in this document as well as any other recommendations by the CDC that are not specifically listed here. Should you choose not to do so, we will implement a progressive discipline policy immediately to combat any safety concerns we see.
- **Confidentiality** – the questionnaire and temperature check will be done from your car and will be confidential. NETL will only provide the information on a need to know basis if at such time it is determined additional Employees are at risk.

Please respond to this message to let your supervisor know that you received this document.

We thank you for your continued cooperation and flexibility as we move through this crisis together.

Sincerely,

Dane Anderson
Program Manager, WE2 Support Services 8(a) JV, LLC
NETL, Site Operations Support Services
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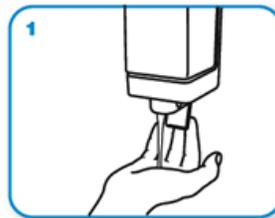


How do I wash my hands properly?

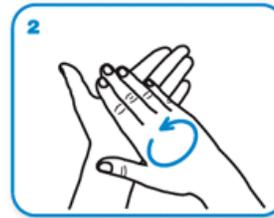
Washing your hands properly takes about as long as singing "Happy Birthday" twice, using the images below.



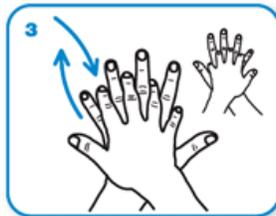
Wet hands with water



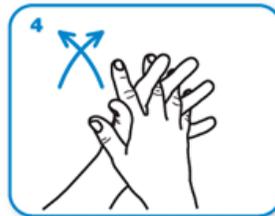
apply enough soap to cover all hand surfaces.



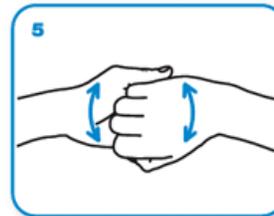
Rub hands palm to palm



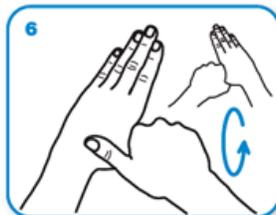
right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



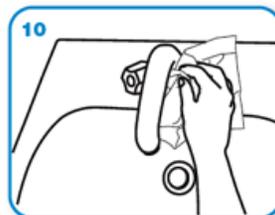
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



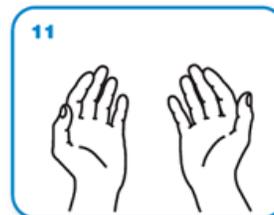
Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



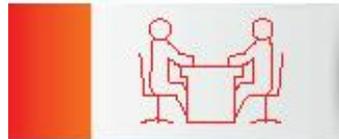
...and your hands are safe.

SOCIAL DISTANCING GUIDELINES AT WORK



1

Avoid in-person meetings. Use online conferencing, email or the phone when possible, even when people are in the same building.



2

Unavoidable in-person meetings should be short, in a large meeting room where people can sit at least three feet from each other; avoid shaking hands.



3

Eliminate unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.



4

Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize. Keep six feet apart when possible.



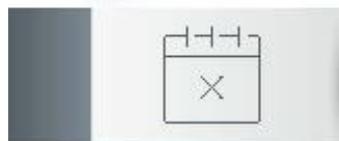
5

Bring lunch and eat at your desk or away from others (avoid lunchrooms and crowded restaurants).



6

Avoid public transportation (walk, cycle, drive a car) or go early or late to avoid rush-hour crowding on public transportation.



7

Limit recreational or other leisure classes, meetings, activities, etc., where close contact with others is likely.

Use of Cloth Face Coverings to Help Slow the Spread of COVID-19

How to Wear Cloth Face Coverings

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape

CDC on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), **especially** in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the cloth face covering without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Should cloth face coverings be washed or otherwise cleaned regularly? How regularly?

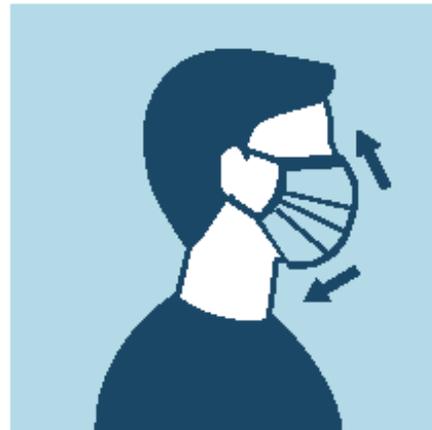
Yes. They should be routinely washed depending on the frequency of use.

How does one safely sterilize/clean a cloth face covering?

A washing machine should suffice in properly washing a cloth face covering.

How does one safely remove a used cloth face covering?

Individuals should be careful not to touch their eyes, nose, and mouth when removing their cloth face covering and wash hands immediately after removing.



COVID-19 04/15/2020, 8:07 PM

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO PROTECT OTHERS

- Wear a face covering to protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water



CS16004 04/08/20

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)