

# THE HANFORD SITE

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May 21, 2020

TO: All Hanford Site Employees

**SUBJECT: Hanford Site to Begin Phased Return to Work for Site Operations Next Week**

**\*\*PLEASE SHARE THIS MESSAGE WITH THOSE WHO ARE NOT ON COMPUTERS\*\***

I want to thank you for all you have done to support the Hanford mission and our community during these challenging times. Thanks to those who have continued to report to the Hanford Site in support of our essential mission-critical posture, ensuring the security and safety of the Site, and to those progressing our mission through teleworking and supporting our community efforts to mitigate the spread of COVID-19. There have been very few positive COVID-19 test results for Hanford employees, a clear indication that protective measures are working and that our workforce is following established health guidelines at home as well. The way we live, work and socialize has been changed by the pandemic, and we must continue to adapt to this new “normal,” as these changes will most likely continue into the foreseeable future.

The DOE and its contractors have continually assessed multiple factors at the federal, state and local levels regarding the COVID-19 situation, and use these factors in the decision-making process regarding Site operational posture. Examples include the evaluation of available medical data; testing and diagnosis capabilities; reliability of the supply chain; availability of required personal protective equipment (PPE); and current federal, state and local guidance. Based on these factors, we have made the decision to begin a phased, return to work for Site operations on Tuesday, May 26. Employees will receive information from their direct supervisors regarding the transition. As always, please don't hesitate to follow up with your supervisors with specific questions.

The health and safety of our workforce remains our top priority and we will conduct our remobilization in a safe and deliberate manner. We will continue to implement the enhanced health and safety protocols established to date, such as social distancing, travel and gathering restrictions, as well as continued enhanced cleaning and sanitation procedures. As we return to the work environment in this new “normal,” we each have the responsibility to do our part to protect ourselves and our coworkers by washing our hands frequently, refraining from touching our faces, avoiding shaking hands, staying at home if ill, and utilizing face coverings when necessary.

Our overall remobilization strategy for the site consists of four phases:

- **Phase 0 (Current Phase):** Activities focused on the (1) preparation of facilities, infrastructure, supplies, procedures, and mission-critical services (e.g., medical, training, supply chain) for the return of staff, considering the continuation and implementation of necessary COVID-19 protocols; and (2) execution of limited low-risk preparatory work scope, such as planned maintenance and modifications to enhance worker protection; and (3) essential mission-critical work. Most office workers will continue to telework. Critical mission-essential travel is authorized by DOE Environmental Management (EM)-Headquarters (HQ) leadership on a case-by-case basis.
- **Phase 1:** Transition to this phase adds high-priority and/or low-risk work scope such as construction, medical evaluations, and training. Work scope in this phase should generally involve low risks, considering potential implications from both an environmental, safety and health and COVID-19 perspective. It should generally require low amounts of PPE. Limited high-priority work that requires administrative controls to mitigate risk when social distancing cannot be maintained may be authorized in this phase if it is essential to EM's primary mission.

This phase will entail limited food service activities, and administrative measures or engineered features for common areas such as lunchrooms, breakrooms and conference rooms, etc. These common areas may remain closed during this phase or, if opening the common area is needed, there will be mitigations in place to allow for social distancing.

Most office workers will continue to telework, but senior leaders who have been teleworking will return to the office. Social distancing protocols will be in place for personnel returning to work, and employees will need to wear face coverings when they are not alone. Only critical mission-essential travel is authorized during this phase, as authorized by EM-HQ leadership.

- **Phase 2:** Transition to this phase adds additional high-priority operations and activities to those authorized at Phase 1. These additional activities are likely to require heavier PPE usage and other health and safety precautions. Social distancing will continue to be maintained and/or appropriate controls will be implemented to minimize the potential for spreading COVID-19. Work requiring PPE may resume only if projected supplies are adequate and not affecting national needs.

Personnel identified for Phase 2 reentry will generally include any remaining employees whose jobs are best performed onsite, senior leadership, and other senior-level program staff. Those not immediately needed, whose work is portable, will continue to telework. Special accommodations may continue to be provided to personnel who are members of a vulnerable population. Subject to the availability of air travel, limited nonessential travel may resume, but external meetings should continue to be performed remotely if possible. Lunchrooms, workout facilities and conference rooms may be used, but social distancing should still be encouraged.

- **Phase 3:** All fieldwork may resume, but social distancing should still be encouraged as appropriate. Lunchrooms, workout facilities and conference rooms may be used, but social distancing should still be encouraged. All remaining personnel will resume their pre-COVID-19

work schedules and telework agreements, as deemed appropriate by their supervisors. High-risk individuals vulnerable to COVID-19 may seek reasonable accommodation on a case-by-case basis, with documented medical issues may be allowed some additional flexibility on a telework agreement. Regular travel may resume, but travel to COVID-19 hot spots or areas of concern may require 14-day self-quarantine. All external meetings may resume.

Tom Teynor will be the point of contact for configuration control for our remobilization plan. Kim Ballinger will be the remobilization manager to manage the overall effort for Hanford, which includes coordination with facility management, communications, supervisors, and staff to promote consistency and resolve emerging issues and questions. Information about the remobilization plans and activities will be posted on Hanford's COVID-19 intranet page, located at <http://www.rl.gov/page.cfm/COVID-19>.

The past months have been some of the most challenging in our cleanup history at Hanford. I want to thank each of you for your dedication and commitment as you have continued to conduct the important work to advance our mission at Hanford, and exemplify the One Hanford ideal. Together, we are strong.

Brian T. Vance  
Manager  
Richland Operations /  
Office of River Protection



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