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| | Revision: 3 | Effective Date: 06/17/2020 |

The novel coronavirus (COVID-19) pandemic is an evolving situation. This guidance is subject to change based on information received. These steps are in order of priority, and guides you towards actions you may need to help prevent the spread of illness at work, and at home to ensure your safety and the safety of others.

Steps to Take to Help Mitigate COVID-19 Spread and Infection

1. **Follow New Mexico Department of Health (NMDOH) guidelines for social distancing to protect yourself when not at work. Do not come to work if you are sick.** If you are sick, stay home and call your health care provider or the **LANL COVID Hotline at (505) 606-2667** to get instructions on what to do.
2. **Ask yourself:**
 - a. Today or in the past 72 hours, have you had any of the following symptoms?
 - i. Fever or chills?
 - ii. Cough?
 - iii. Shortness of breath or difficulty breathing?
 - iv. Sore throat?
 - v. Nausea or vomiting?
 - vi. Diarrhea?
 - vii. Muscle or body aches (not related to physical activity)?
 - viii. Fatigue that is not chronic or related to sleep disturbance?
 - ix. Headache that is not chronic?
 - x. New loss of taste or smell?
 - xi. New congestion or runny nose?
 - b. In the past 14 days, have you completed personal travel out of state by public transportation?
 - c. In the past 14 days, have you had close contact with a person known to be infected with the COVID-19?
 - d. Do you live with someone who has a COVID-19 test pending, and has a fever, felt feverish, cough, difficulty breathing, chills and/or shaking with chills, muscle pains (not related to physical activity), headache (different from chronic symptoms), sore throat, or new loss of taste or smell?
 - e. Do you live with a healthcare provider who provides in-patient care for confirmed positive or presumptive-positive COVID-19 patients?
 - f. In the past 14 days, have you completed international work-related travel?
 - g. Are you considered to be at high risk of complications related to COVID-19 disease (over the age of 65; immunocompromised by treatment for cancer or tissue transplantation, immunodeficiency, poorly controlled HIV or AIDs, chronic treatment with corticosteroids, or other immune weakening medications; or have: uncontrolled diabetes; a serious heart condition; chronic lung disease or moderate to severe asthma; liver disease; chronic kidney disease requiring dialysis; or severe obesity with a body mass index over 40)?
 - i. If you respond “yes” to questions ‘a, b, c, or d,’ Notify your manager, do not come onsite, or go home if you are onsite, and call the **LANL COVID-19 Hotline at (505) 606-2667**.
 - ii. If you respond “yes” to only question ‘e,’ do not perform any work where the 6-ft social distancing cannot be maintained.
 - iii. If you respond “yes” to question ‘f,’ your RLM will work with your ALD and the LANL Medical Director to determine whether you are required to self-isolate or follow additional COVID-19 Safety Protocols before returning to work on-site.
 - iv. If you answer “yes” to question ‘g,’ contact the **LANL COVID-19 Hotline at (505) 606-2667**, for guidance. The nurse will provide guidance on whether you may return to work. The nurse will also provide you and your manager with a duty disposition letter with your return-to-worksites recommendations.

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3. **Use a buddy system to hold each other accountable for staying healthy.**
4. **Do not touch your face.** If you must touch your face to don personal protective equipment (PPE), wash your hands first. Ensure that your PPE that touches your face (safety glasses, respirator) has been sanitized (soap and water or alcohol wipe) before you don that PPE.
5. **Wash your hands often with soap and water for at least 20 seconds.** Wash your hands when you get to work, before eating or drinking, after using the bathroom, and before leaving the job site. Wash your hands before you don protective gloves and other PPE (if required for the activity). Wash your hands after removing PPE. If soap and water are not available, use a hand sanitizer with at least 60% alcohol, and wash your hands as soon as possible.
6. **Minimize your time within 6-ft of other people.** If you must be within 6-ft of other people due to safety or job requirements:
 - a. Determine number of necessary personnel.
 - b. Wear your face mask/covering.
 - c. Keep as far apart as possible, unless other safety or health hazards require otherwise.
 - d. Pre-plan the work to minimize interactions within 6-ft.
 - i. Individuals can be within 6-feet of each other in a transient situation, for example to ride an elevator or enter a facility through security turnstiles, if all individuals are properly wearing face coverings and the duration of the transient situation is less than 10 minutes.
 - ii. See [OSHS-ISH-QTG-029 COVID-19 Control Strategies](#) if you must be within 6-ft of other people.
7. **Wear your face mask/covering where you are likely to co-mingle with other workers.** All employees must wear a face mask/covering while on-site whenever they interact with or near others, for example, in hallways, stairwells and elevators; in common areas such as restrooms and kitchens; in shared government vehicles where more than one person is present; or any other situation where space is limited. Face coverings are not required to be worn in individual offices when only one person is present. However, if more than one person is present in an office, face coverings must be worn if a distance of 6-feet or greater cannot be maintained between co-workers. The face mask/covering is meant to protect other people in case you are infected.
8. **Use your own tools as much as possible.** If you must use shared tools, please clean and disinfect following guidance in [OSHS-ISH-QTG-028 Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators](#).
9. Necessary respiratory protection for other hazards associated with the work will be identified by your industrial hygienist and health physicist.
10. **Clean and disinfect shared surfaces routinely.** See [OSHS-ISH-QTG-028 Cleaning and Disinfection of Work Areas, PPE, Face Masks/Coverings, and Respirators](#).
11. **In the event of an incident where a worker comes into contact with a radiological, biological, or chemical contaminant,** and the worker is wearing a face mask/covering per LANL's COVID-19 requirements, the face mask/covering should be immediately removed as soon as possible, and disposed of as contaminated clothing.