

COVID-19 Protocol Document - TI3GER

RAF Airborne Project Office

Record of Changes

<u>Revision</u>	<u>Summary of Changes</u>
12 Jan 2022	Baseline

Assumptions

For the purpose of this safety document, the following assumptions are made:

- 1) NCAR will remain in the Yellow Phase for the duration of the upload and project operations.
- 2) The new RAF administration building will be available for users and small group discussions, but large planning, forecasting, and debrief in person meetings will not be permitted; remote meetings will be supported.
- 3) The upload and download will occur in Hangar B.
- 4) All TI3GER personnel will follow the COVID-19 related guidance and procedures described in this document and those in effect in Colorado, Hawaii, and Alaska if/when deployed there.
- 5) All participants will be fully vaccinated as of the campaign start date.
 - a) Fully vaccinated will be defined as two weeks after the final shot required by the CDC for a given vaccine. It does not include booster shots.
- 6) There is no provision for coordinating a medical response to a COVID-19 infection among project personnel. This will remain the responsibility of the participant and their home institution. Site logs will be maintained by RAF to help UCAR/HESS with contact tracing.

This document will be revised if there are major changes, approved by UCAR/HESS, to protocol guidance based on variants, infection rates, vaccination rates, efficacy, or other information related to COVID-19.

TI3GER Project Summary

The Technological Innovation Into Iodine and GV Environmental Research (TI3GER) project was planned for Spring 2021 but was postponed due to COVID-19. TI3GER is planned for four weeks starting in March 2022 and will be flown from Broomfield, CO and Kona, HI with suitcase flights planned to Anchorage, AK.

Schedule: The upload is planned to begin on 24 January 2022 and last for eight weeks. Research flights are expected to commence on 20 March and be completed by 16 April 2022.

Personnel: It is expected that 40-50 NCAR staff will be involved from EOL and ACOM. In addition, it is expected that another 15-20 personnel from universities and agencies outside of NCAR will be deployed. During the upload the number of personnel on site will vary between 10 and 20 depending on the tasks planned that day. During flight operations it is possible that 30+ people could be on site as instrument and flight preparations are accomplished. Because of these numbers it will be important to carefully schedule work on and around the aircraft so that distancing can be maintained.

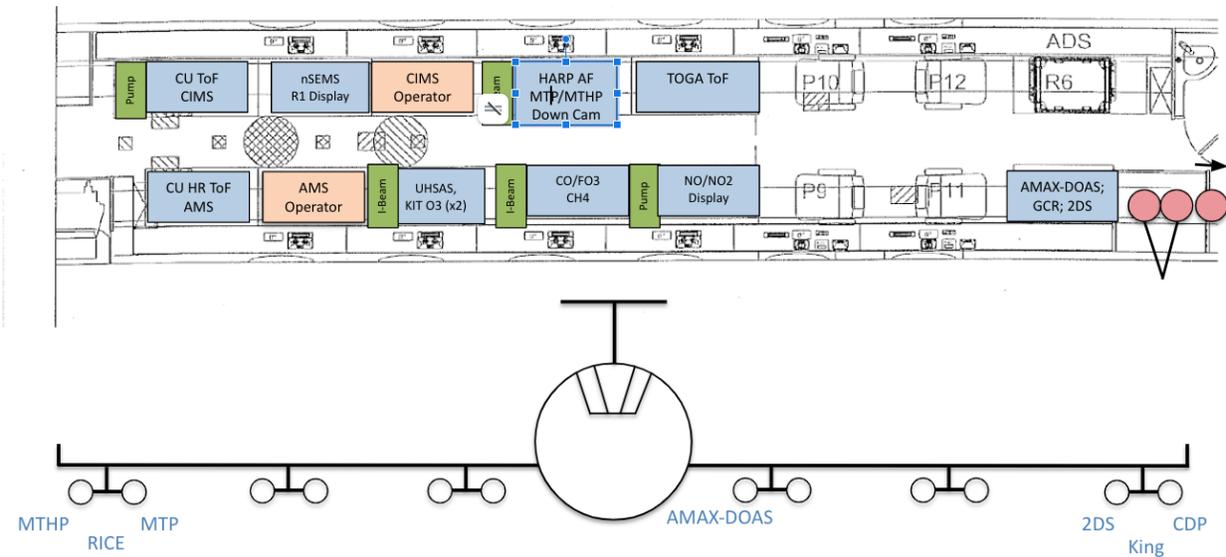
The majority of TI3GER participants are based in Colorado, but some out of state and foreign travel will be required for this project. Besides NCAR, the participating institutions are the University of Colorado, Cal Tech, NASA Jet Propulsion Laboratory, Karlsruhe Institute of Technology (Germany), and Lebedev Physical Institute (Russia).

Payload: The TI3GER payload is large for the GV, consisting of 14 instruments from seven universities/agencies (Fig. 1).

Workspace: The new RAF building is complete and RAF staff are moved into their offices and labs. Conference rooms, collaborative spaces, and labs will be available to project participants.

- A workspace in Hangar B, away from common movement areas, will be set up for each instrument team.
 - There will be a minimum of six feet of separation between each workspace.
 - Instrument teams will be discouraged from commingling.
 - Breaks will be taken outside, where face coverings can be removed as long as separation from others is maintained. If it is too cold outside, conference rooms will be designated for breaks.
 - When working in the hangar, outside of the airplane, masks can be removed as long as no other people are nearby (i.e., at a person's workspace) and the hangar doors are open for ventilation.
- Instrument team members will have access to the RAF Administrative Building if workspace outside the hangar is needed.
 - Masks are required at all times in the building unless eating/drinking or if a person is alone in an office or lab with the door closed.
 - Personnel shall be separated by a minimum of six feet of distance.

- Gathering sizes shall be kept small and are not to exceed 25% of the posted occupancy for a given conference room.



Apertures: Lam. Flow Inlet (R1 bottom), nSEMS (R1 top), AMS (L1 top),
 KIT O3 (aft bottom VP), VCSEL (middle top), CO/FO3/NOx (L5 top),
 UHSAS (aft bottom VP), TOGA (P10 top)
 Cameras: Side (R3 and L3), Forward (RWO), Downward (B&W; L1 bottom)

Figure 1. GV cabin layout for TI3GER.

General Rules and COVID Protocols

COVID-19 Guidance: During the entire project period, the instrument teams and assigned NCAR staff will be required to continue to comply with UCAR guidelines regarding safety and risk management regarding COVID-19, both at the RAF and at home or in their hotel. All personnel will be required to conduct daily health self-assessments with any symptoms or illness reported to the RAF Project Manager (PM) for TI3GER, who will then activate the COVID-19 Response Plan to determine the next steps.

All personnel are responsible for providing their own mission specific Personal Protective Equipment (PPE, as defined below) for COVID-19. The only exception to this is UCAR/HESS-provided N95 masks that will be given to GV crew members. These masks are not required for flight on the GV but are recommended. UCAR will also supply cleaning supplies and hand sanitizer on site at the RAF and will restock as necessary. NCAR participants will be required to fill out the health questionnaire via Workday each day they are onsite. All external participants will be required to document their responses to the questions on the UCAR/HESS self-health assessment calendars (included at the end of this document) each day they are on site.

- Personnel will wear face masks at all times when in any shared space, regardless of vaccination status.
- Six feet of distance between personnel is required when possible.
- Hand sanitizer will be readily available at the entrances to the cabin and in the galley.
- Frequent hand washing will be encouraged.
- RAF will provide disinfectant wipes and cleaners that are to be used when a person vacates an area on the plane either after work has been completed or at the end of the day.
 - Cleaning is everyone's responsibility and all personnel will be expected to clean and disinfect their workspace and help with cleaning of common areas when needed.
- Daily personnel site logs/sheets will be available at the GV. All personnel working on or around the aircraft will be required to sign in each day to help with contact tracing should the need arise.
- COVID testing will not be required by UCAR as part of TI3GER. Should people want to be tested there are free sites in the area. NCAR employees are also able to use Passport Health for COVID testing if they choose.
 - Boulder County Free Testing Information:
<https://www.bouldercounty.org/families/disease/covid-19/testing/>
 - [Passport Health](#) will be available in Boulder.
- Prior to beginning work, a self-health assessment is required. Personnel will not enter the NCAR facility or report for duty at the aircraft, and will immediately contact the RAF Project Manager if any of the following symptoms are present:
 - Fever over 100.4 or chills
 - Skin rash
 - Difficulty breathing
 - Persistent cough
 - Decreased consciousness or confusion of recent onset
 - Headache
 - Diarrhea
 - Vomiting
 - New loss of taste or smell
- All personnel should be prepared to trace all contacts and identify areas where work was performed in the previous 48 hours.
- Personnel should refrain from touching eyes, nose, mouth and face with unwashed hands.
- Any contact with someone who has tested positive for COVID-19 or showing symptoms must be immediately reported to the RAF PM or UCAR/HESS.
- All personnel must also try to avoid high risk activities during the project period.

COVID-19 Response Plan: If any member of the project team exhibits symptoms or comes into contact with a person suspected of having COVID-19, all project activities will be put on hold and the RAF PM will activate the UCAR COVID-19 response protocols.

- Contact UCAR Health Environment and Safety Services (HESS).
- Contact EOL/RAF Facility Manager and EOL Director's Office.

- Seal and quarantine the aircraft for disinfection.
- Isolate the crew and ground support personnel from each other and have them remain in their residences to await further guidance.
- UCAR/HESS will conduct contact tracing to determine quarantine and decontamination requirements.
- The criteria for resuming project activities will depend on a variety of factors. These will be evaluated and communicated by UCAR/HESS during the contact tracing period.

Project Upload, Download, and Maintenance Day Procedures

Travel to RAF: All instrument teams are responsible for their own travel to and from RAF for the upload and other key activities.

All travelers are encouraged to stay informed of the latest rules and regulations concerning air travel and entry to the US and plan their travel accordingly. All participants coming from outside Colorado will be required to quarantine for 24 hours after travel and obtain a COVID PCR test. These tests, and any associated costs, are the responsibility of the traveler. If no symptoms are evident and the COVID test is negative the person will then be allowed on site. As some COVID tests may take up to 3 days to return results, travelers should add this time to their travel plans.

Requirements for all participants will depend on where the person is coming from, their mode of travel, and their vaccination status and may change based on the latest guidance from the CDC and UCAR/HESS. Please contact the RAF PM to discuss the quarantine and testing requirements before booking travel.

A list of free testing sites in Boulder County can be found at [COVID-19 Testing - Boulder County](#).

Upload: To ensure safety of personnel during the upload, the following procedures will be put into place:

- Each instrument team will be allotted a 2-3 day window for installation of their instrument(s) onto the GV. During this time period a maximum of two additional instrument teams may have access to the aircraft, due to the size of the cabin, as long as they are not in adjacent racks. Access will be scheduled at the discretion of the Project Manager.
- The number of people in the cabin at one time will be limited to 8 for TI3GER (this includes RAF staff and instrument teams).
 - Exceptions to this are allowed for brief periods of time when additional people may be required for lifting or moving heavy objects.

- Access to the GV will be scheduled and closely monitored by the PM. The daily access schedule will be sent via email to the project mailing list by COB the day prior and will be posted near the GV.
- The PM will ensure that instrument teams are scheduled so as to maximize the physical distance between them when working on the plane (i.e., teams sharing a rack will not be given access at the same time).
 - Scheduling will be done to maintain at least six feet of separation between different instrument groups, where possible.
- Fans and/or air conditioning units will be used to provide strong airflow through the cabin when work is being performed. RAF will keep them out of the way as much as possible, but users will be made aware of them as they will cause trip hazards.
- The pre-project safety briefing will occur virtually.
- To the greatest extent possible, mission/flight planning briefings will occur remotely.

Maintenance Days: Maintenance days will follow similar procedures to preflight activities with the instrument teams being broken into two cohorts for access.

- The 8 person maximum GV cabin occupancy will be maintained, remote access for the entirety of the maintenance day will be provided, and team members are encouraged to use remote communications as much as possible.
- A notional schedule for maintenance days is:
 - **0800-0830:** RAF access to open GV / turn on Aircraft Data System (ADS)
 - **0830-0900:** Access for cohort #2 to turn on instruments
 - **0900-1200:** Access for cohort #1
 - **1200-1500:** Access for cohort #2
 - **1500-1530:** Access for cohort #1 to turn off instruments
 - **1530-1600:** RAF access to shut down ADS / close GV
- The PM will work closely with instrument teams to develop exceptions to the maintenance day scheduled as needed (e.g., a critical instrument is broken and access is required for a full day).
- In the case of known, consecutive maintenance days, the PM will work with the instrument team to determine if one day of full access for each cohort is preferred over two half days of access.
- Remote access to instruments on the aircraft can be arranged if they are connected to the network, which will allow for fewer people in the cabin and less interruptions to work. Please talk to the PM or an RAF software engineer for assistance in setting this up.

Download: The GV download will be conducted in a similar fashion to the upload. Personnel in the cabin will still be limited, except for brief periods in situations where additional people are needed for moving heavy equipment off of the plane.

Deployment Procedures

Travel to Hawaii and Alaska (if necessary): All instrument teams are responsible for their own travel to and from the deployment locations for project support.

Requirements for travelers entering Hawaii can be found at: <https://hawaiicovid19.com/travel/>
These requirements may change based on the evolving pandemic situation. A summary of the current regulations will be sent out prior to deployment, but participants are encouraged to keep up to date on the latest information.

There are currently no COVID restrictions for travelers to Alaska. Any changes to that state's policies will be communicated to the project teams.

Due to the proliferation of the omicron variant, UCAR/HESS is currently requiring that travelers going to/from Hawaii and Alaska on commercial flights quarantine for 48 hours upon arrival at their destination (including returning to Colorado) before participating in project activities in person. This guidance will be revisited prior to deployment and may be revised at that time depending on the community spread of COVID-19.

General Guidelines: While traveling and in the field project participants are expected to follow all local COVID rules and regulations regarding masking, distancing, and self checks. In addition, everyone will be required to continue following the COVID guidelines outlined above and completing the UCAR self-health assessments.

Healthcare: If healthcare is required in Hawaii or Alaska the following options are available:

1. Kailua Kona, Hawaii
 - a. Kona Hospital is located about 10 miles south of the town of Kailua Kona at: 79-1019 Haukapila St, Kealahou, HI 96750
 - b. Kaiser Permanente has an office between Kailua Kona and the airport at: 74-517 Honokohau St, Kailua-Kona, HI 96740
 - c. There are also other small clinics located in Kailua Kona
2. Anchorage, Alaska
 - a. Providence Alaska Medical Center is the largest hospital in the city and is located at: 3200 Providence Dr, Anchorage, AK 99508
 - b. Alaska Regional Hospital is located downtown at: 2801 Debarr Road, Anchorage, AK 99508
 - c. There are other clinics and Urgent Cares located around the city as well

Meetings: As in Broomfield, large in-person meetings indoors will not be allowed. There will be a small data center at the hotel which can be used for data analysis and as a central point for streaming planning and science meetings. While deployed to Hawaii, project participants should plan to take advantage of outdoor spaces for in-person meetings. These spaces are abundant in and around the hotel and allow for safer gatherings. Maintain proper distancing even in the outdoor settings.

Flight Operations Procedures

Preflight: Preflight activities will be highly scripted and access will be closely monitored by the PM.

- All personnel are required to accomplish a self-health assessment prior to departing their house or the hotel each day, as described above, and will immediately contact the RAF Project Manager and remain in their residence if any symptoms identified above are present.
- All activities will adhere to a maximum of 8 personnel allowed in the GV cabin (excluding pilots).
 - Exceptions are for aircraft maintenance personnel (one only) to enter the cockpit area to discuss maintenance issues with the pilots. However, communication via cell phone is highly encouraged.
- Personnel will perform all preflight activities wearing a face covering.
- Assuming that one RAF technician is onboard at all times, this leaves a maximum of 7 instrument team personnel on the GV at one time.
- During preflight only RAF flight operations crew will have access to the cockpit. All other personnel will be asked to go directly into the cabin upon boarding.
- Instrument teams will be split into two cohorts for access to the GV during preflight.
 - Instrument teams should only plan on one person from their team being on the GV at a time whenever possible.
 - Remote access to the GV will be provided throughout the duration of pre-flight.
 - Instrument teams are highly encouraged to communicate between personnel on/off the GV via cell phone, chat, or other remote methods during preflight.
 - Instrument team personnel are highly encouraged to remain on (or off) the GV for as long a duration as possible during their access time (i.e., limit the number of in and out of the cabin).
- A notional schedule will be developed in coordination with instrument teams which will take into account their specific needs for access during preflight. Preflight is likely to be longer than usual due to the increased separation requirements in the cabin. The preflight schedule will be subject to adjustment during flight operations.
- The PM will release the preflight schedule via email by close of business (COB) the day prior to flight. The schedule will also be posted near the GV on the day of flight.

In Flight:

- N95 masks are recommended while flying on the GV. UCAR/HESS will provide two N95 masks to each project participant who wants them with the expectation that these can be used for multiple flights.
- RAF does not own enough headsets to give every potential crew member their own set, so sharing of headsets will be required. RAF will supply disposable microphone and earpiece coverings for use during flight operations and will also require that the headsets be fully cleaned with a sanitizing wipe after each use by the most recent user.
- Flight deck visitation will be restricted to mission critical needs only, as determined by the RAF Project Manager and/or Pilot in Command.

- To the maximum extent possible, personnel will wear face coverings and gloves while inflight.
 - **Note:** masks or face coverings will interfere with donning emergency oxygen masks and may interfere with interphone communications. This must be taken into account prior to commencing flight operations.
 - Flight crew must not allow masks or face coverings to compromise flight duties. For example, face coverings may be removed when necessary to ensure clear communications on the radio and aircraft intercom system, when a mask interferes with the microphone or otherwise prevents clear speech.

Postflight: Postflight activities will adhere to the same restrictions as preflight regarding the number of people in the cabin. Depending on access needs for instrument shutdown a schedule may be required, and the air conditioning and fans set up to provide airflow for onboard personnel.

- Each crew member will sanitize his or her individual headset and seating area after each flight using supplied sanitizing materials.
- The cabin and flight deck will be disinfected by the GV crew and project participants after each flight and after each maintenance day.

Crew Swap Phase:

- TI3GER will be occurring without any concurrent uploads or deployments. Therefore, the use of strict cohorts and a well defined crew swap phase will not be necessary. However, care will be taken to ensure that groups are kept apart as much as possible for safety and to simplify contact tracing procedures, if necessary.

References:

- FAA Safety Alert for Operators 20009 (11 May, 2020)
- NOAA Operational Risk Assessment for AOC Operations
- CDC *Guidance for Implementing Safety Practices for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19*
- CDC *Guidance for Preventing Spread of Disease on Commercial Aircraft: Guidance for Cabin Crew*

Appendix: Overall UCAR COVID-19 Approach

UCAR/NCAR puts the health and safety of its staff and visitors as the highest priority. A full operations plan and response processes and procedures will need to be developed to address the risks associated with exposure to COVID-19 or other pandemics. Based on UCAR/NCAR's current multi-phased COVID-19 Action Plan facility restrictions, such as occupancy thresholds, may be in place and staff and visitors will be required to follow all relevant health and safety protocols while onsite and/or during travel operations. Activities involve hazardous work or team-environments such as observational research, field deployments, instrument maintenance, and equipment acceptance, are will be required to have a Safety Plan (or Job Hazard Assessment) in place and the plans must be approved by HESS, LCPO, NCAR, and UCAR leadership.

Prior to and after the mission, occupancy thresholds associated with staff inside facilities who are engaging in preparations and concluding actions must be adhered to. In addition, HESS requirements for the use of face masks, screening, protocols, and training, sanitation, and other stipulations must be followed. HESS will determine quarantine requirements for visitors prior to being approved to support the mission should participants arrive from out of state.

During a mission, if any crewmember exhibits signs of COVID-19, they must immediately self-identify, ensure they are wearing a face mask appropriately at all times when inside hangars, aircraft or main office facility, and isolate themselves as much as practicable until the flight is complete. Immediately upon landing, all staff returning from flight where symptoms are detected must move to a location to be isolated for a period of no less than 14 days. Specific instructions on where to self-isolate, notifications to NSF and potentially impacted NSF PIs, payments to cover expenses, and return to home base plans will be determined by participating institutions for outside staff, and UCAR for NCAR staff and will be determined based on the location the event occurs.

When performing the self health assessment, staff and visitors will evaluate their health as it pertains to COVID-19 symptoms and exposure to suspected or confirmed cases of COVID-19. COVID-19 symptoms include fever, cough, sore throat, shortness of breath or difficulty breathing, fatigue, muscle aches and body aches, or loss of taste or smell. Suspected exposure means being within 6 feet of someone for a duration of 15 minutes or more, such as a member of your household, a friend or other family member, or someone in the community, who has COVID symptoms or is being tested for COVID, or who has tested positive for COVID-19. Additionally staff or visitors who have recently participated in activities where they suspect they may have been at an increased risk to exposure such as mass gatherings and events will need to use their personal judgement on whether or not they think it is safe to come onsite.

If you answer "yes" to the health assessment, please contact HESS and your supervisor to initiate a contact tracing investigation and to make arrangements to work from home.

This sheet will be signed upon arrival at RAF for the project, and access to the facility will be contingent upon your agreement to follow these protocols.

I certify that I have read and understand the above protocols for the TI3GER field campaign and agree to abide by these protocols for the duration of my time involved in this project. Failure to comply will be reported to my institution and may result in disciplinary action.

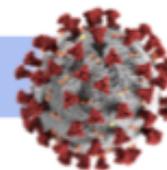
Print Name

Affiliation

Signature

Date

COVID-19 Employee Self-Health Assessment

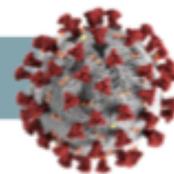


JANUARY 2022 Name _____ Lab/Division/Program _____

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30 1) _____ 2) _____ 3) _____	31 1) _____ 2) _____ 3) _____	Examples: 1) No 2) No 3) No	Good to come to work	1) No 2) Yes 3) No	Make WFH arrangements	

<p>Please conduct a self-administered health screening before you come onsite; do this each day you plan to come onsite.</p> <p>Please answer accurately and honestly:</p>	<p>1) Do you have any COVID-19 Symptoms:</p> <ul style="list-style-type: none"> -Fever (100.4°F or higher) -Cough, shortness of breath -Chills, muscle aches, sore throat -New loss of taste/smell 	<p>2) In the past 14 days, have you come into contact with anyone who has tested positive for COVID-19 or had COVID-19 symptoms?</p>	<p>3) In the past 14 days, have you participated in any higher-risk activities that may increase your exposure to COVID-19? (Feel free to check your social media and calendars)</p>	<p>-STAY HOME IF YOU ARE SICK!</p> <p>-Contact HESS and your Supervisor to make WFH arrangements if you answered "YES" to any of these questions.</p>	<p>Keep this document on file. In the event of a suspected exposure or facility contamination you may be asked to provide this to the local health department.</p>
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COVID-19 Employee Self-Health Assessment

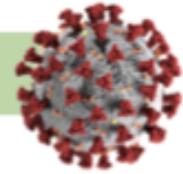


FEBRUARY 2022 Name _____ Lab/Division/Program _____

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27	28		Examples: 1) No 2) No 3) No	Good to come to work	1) No 2) Yes 3) No	Make WFH arrangements

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COVID-19 Employee Self-Health Assessment

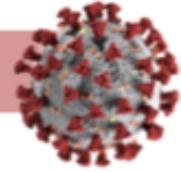


MARCH 2022 Name _____ Lab/Division/Program _____

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27	28	29	30	31		
1) _____ 2) _____ 3) _____						
Examples:						
1) No 2) No 3) No	Good to come to work	1) No 2) Yes 3) No	Make WFH arrangements			

<p>Please conduct a self-administered health screening before you come onsite; do this each day you plan to come onsite.</p> <p>Please answer accurately and honestly:</p>	<p>1) Do you have any COVID-19 Symptoms:</p> <ul style="list-style-type: none"> -Fever (100.4°F or higher) -Cough, shortness of breath -Chills, muscle aches, sore throat -New loss of taste/smell 	<p>2) In the past 14 days, have you come into contact with anyone who has tested positive for COVID-19 or had COVID-19 symptoms?</p>	<p>3) In the past 14 days, have you participated in any higher-risk activities that may increase your exposure to COVID-19? (Feel free to check your social media and calendars)</p>	<p>-STAY HOME IF YOU ARE SICK!</p> <p>-Contact HESS and your Supervisor to make WFH arrangements if you answered "YES" to any of these questions.</p>	<p>Keep this document on file. In the event of a suspected exposure or facility contamination you may be asked to provide this to the local health department.</p>
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COVID-19 Employee Self-Health Assessment



APRIL 2022 Name _____ Lab/Division/Program _____

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24	25	26	27	28	29	30
1) _____ 2) _____ 3) _____						
Examples:						
1) No 2) No 3) No	Good to come to work	1) No 2) Yes 3) No	Make WFH arrangements			

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