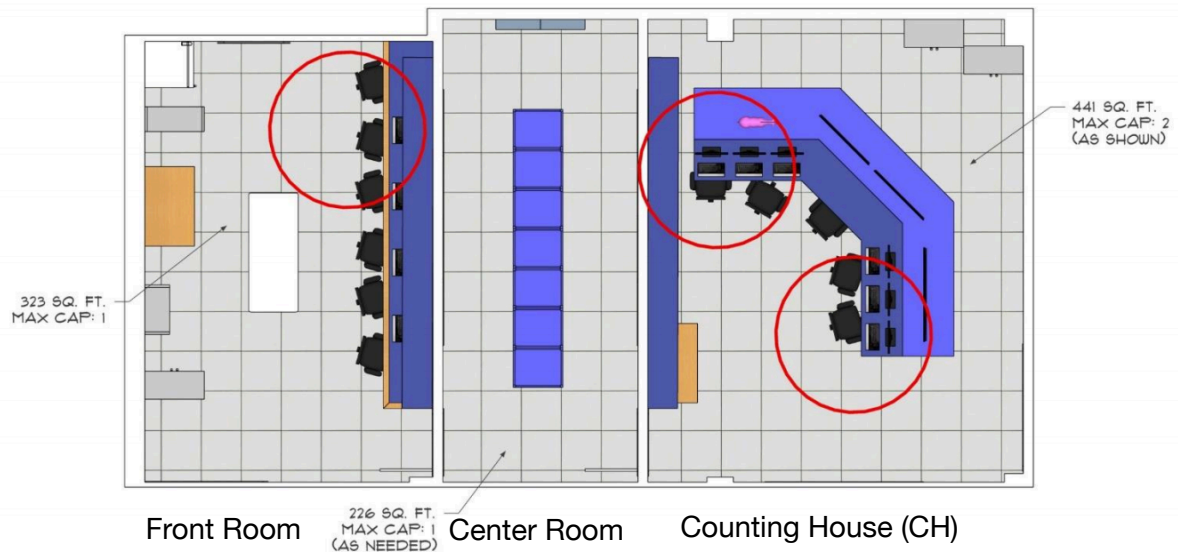


Hall A Counting Room

HALL A COUNTING ROOM



Shift Hand-Off Procedure

1. Incoming Shift Crew (ISC) to arrive **10 minutes** prior to the start of their scheduled shift. Prior to the arrival of the ISC, the Outgoing Shift Crew (OSC) is responsible for disinfecting all touched surfaces in the Front Room (kettle, freezer/fridge handles, microwave touchpad, etc.)
2. **ISC is responsible for making contact with the CH** via telephone (757)269-5658 approx. 5-30 minutes before start of shift.
 - The OSC will determine if the initial contact is sufficient for information transfer, or if a more detailed call is necessary and will arrange it at that time. If a more detailed call is required, the ISC can wait outside, in their car, in the Front Room (if unoccupied), or upstairs.
3. **OSC is responsible for disinfecting ALL touched surfaces** at the end of shift. Use a sanitizing wipe to disinfect desk, keyboards, mice, telephones, chair arms, hall camera joystick, kitchen surfaces (kettle, freezer/fridge handles, microwave touchpad, etc.), etc.

4. On the hour, the ISC should come to the Front Room (if unoccupied), or Center Room (if unoccupied) and wait for the corresponding OSC to finish disinfecting. The **OSC will exit through the front door**. If all occupancy guidelines are followed, there will be a natural stagger to the shift change, allowing for the CH to remain controlled by a crew member at all times.
5. ISC should notice surfaces have dried before touching newly disinfected surfaces. ISC can re-sanitize any surfaces prior to beginning work at their discretion.

** It is JLab policy that no activity—including the execution of the accelerator program—is so urgent or important that standards for safety or health are compromised; in other words, safety first. As a JLab employee you are empowered to—without reprisal—stop any work you feel is unsafe. This “stop work” policy is an expectation and responsibility, and extra vigilance is important during non-standard operations. It is impossible to predict and cover all possible situations, if you feel something is unsafe, stop work and contact the RC for resolution.

Both OSC and ISC should have the discretion to call for beam off at any point if they feel safety can not be maintained.

** Abide by all JLab-wide MEDCON 4/5 requirements. When in conflict, the JLab-wide guidance supersedes this document.

- Maintain 6-foot social distancing at all times.
- Wear a face covering.
- Follow all area staff-density postings.