

Return to On-Site Work



Communications Checklist for Supervisors

These instructions are **ONLY** for Stage 3 of NASA's Response Framework

- **Ensure the workforce knows about these important resources:**
 - Day-to-day information about center status, gate information, what's open on center, deliveries, and so much more is available at [LaRC SOS](#). This site is your one-stop shop for info about the center and is a living document that changes as conditions change.
 - Most questions not answered at LaRC SOS will be answered through the [Langley FAQ](#). This is also a living document and will be updated as necessary.
 - General information on NASA and COVID-19 is at [NASAPeople](#).

- **Items to discuss with workforce:**
 - Discuss center [Safety and Health Best Practices](#) with all of your employees.
 - NASA Langley asks those who have visited COVID-19 "hot spots" to notify supervisors, self-monitor for possible symptoms, and social distance to the extent possible. If COVID-19 symptoms present, leave Langley immediately, contact your supervisor, and follow CDC guidelines for care. The best way to determine if you are visiting or recently visited a COVID-19 hot spot is to monitor the state and local news in that area.
 - Center Access:
 - Center access during Stage 3 and 4 is granted only to those on the daily access list or to those who have been added to the approved center access list due to work on approved projects.
 - Wear your face covering when approaching security personnel, but do not hand them your badge unless asked. Typically you will hold your badge while it is scanned.
 - Everyone is required to take safety training when first returning to center. This is primarily conducted virtually and scheduled through the project or activity POC; however if you missed that training or have questions, call the safety office (757-864-7233 or 757-864-8994).
 - Project approval will not happen without a project safety assessment and facility assessment. Assessments will evaluate the location, number of people in the location, tasks to be performed, readiness of institutional/research assets.
 - Supervisors, ensure all team members working on site complete the [Daily COVID-19 Checklist](#) **BEFORE** coming on center each day.
 - If a team member answers yes to any daily screening questions, he or she must NOT come on-site to perform work.
 - Contact the Safety Office (864-9305) to discuss next steps.
 - Continue to stay in contact with the team member.
 - Confirm any required job certifications for your workforce. Did they expire during mandatory telework? When they will expire?
 - Contact the Safety Office (864-7233) for help with training and recertifications.
 - Questions about Returning to Center:
 - Even for those working on approved projects, returning to on-site work is voluntary at this stage.

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- Supervisors should request email acknowledgment of an employee's willingness to return to on-site work. Once the employee has provided the email acknowledgment, notify the project point of contact.
- Any questions or concerns about returning to center should be addressed with the employee. Conversations about health risks, etc. should be done on an individual basis, in private.
 - If the employee chooses not to return at this time, contact human resources for further discussion. Plan to continue providing other work assignments as applicable.
 - Make arrangements (as applicable) for another employee to perform the on-site work.
- **If any member of your workforce informs you they are feeling sick or have been in contact with somebody who tested positive for COVID-19:**
 - Tell them to stay home for 14 days unless they show a negative COVID-19 test which would negate the need to quarantine, upon approval from the center occupational health officer and chief medical officer (757-864-8994).
 - Contact human resources with questions about leave status during quarantine.
- **If any member of your workforce informs you they have tested positive for COVID-19:**
 - Tell the employee to stay home and seek medical assistance.
 - Ask your employee to contact the occupational health officer (OHO) (757-864-8994) for guidance about contact tracing and next steps.
 - Notify the center OHO that you have been informed of a positive test. Call 757-864-8994 or send an encrypted email to (jose.a.caraballo@nasa.gov).
 - Follow directions from the OHO.
- **General questions from your workforce:**
 - Ask your team to refer to the documents listed above ([FAQ](#), [LaRC SOS](#), etc.) if they have questions. If their questions remain unanswered, they should email concerns to you.
 - Every Thursday, send a compilation of workforce questions to Jose Caraballo from the Health and Safety Team (jose.a.caraballo@nasa.gov) and April Phillips from the Communications Team (april.k.phillips@nasa.gov) for answers and/or research and inclusion into FAQs and LaRC SOS documents.

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Important Workforce Information

Please Pass this Flyer to your Employees

If you do not feel comfortable returning to work on-site talk to your supervisor about options to address your concerns. If you are not satisfied with the response, contact the safety director or safety manager. If that outcome is not satisfactory, you can directly contact NASA's [Chief of Safety and Mission Assurance](#) at Headquarters. Every effort will be made to provide alternate work arrangements without reservation or reprisal.

- **Familiarize yourself with the following materials:**
 - [Guiding Principles](#)
 - [Summary of Principles for NASA Langley's Return to On-Site Work in Stages 2-4](#)
 - [Health & Safety Best Practices](#)
 - [Frequently Asked Questions \(FAQ's\)](#)
 - [Daily COVID-19 Checklist](#)
- **Upon arrival to the center:**
 - Requirement - Wear face covering when approaching the gate. This is to protect the security officers from you. The security officers wear masks to protect you from them.
 - You will scan your own badge. (Do not give it to the security officer.)
 - Your face covering/mask should be in good condition and should not have an exhalation vent/port. If you don't have a face covering/mask and you are a civil servant, the government is required to provide you one, if you are a contractor your company is required to provide you one.
 - If instructed by your supervisor or a security officer, report to the EOC (Building 1248 – Fire Station back door) to sign in and out.
- **While on center:**
 - Keep six feet of social distance as much as possible.
 - If tasks don't allow you to social distance, then wear a mask or face covering.
 - Only visit the area(s) required for your task(s)/ activity. Do not needlessly roam the building or the center.
 - If you observe something that doesn't look right or is broken, contact your facility coordinator/facility safety head or the EOC (864-9315)
 - Clean after yourself. Wipe any shared surface(s) that you may have touched before leaving the area. This includes but is not limited to: doorknobs and handles, stall handles/locks, flush handles, faucet handles, paper towel levers, tables, keyboards or anything that other people may touch after you leave.
 - Cleaning supplies can be obtained from the facility coordinator or facility safety head or from the EOC (Building 1248 – Fire Station back door).
 - Return any cleaning supplies to their proper places.
- **Leaving the center:**
 - Wash your hands.
 - If you were asked to sign in at the EOC when you arrived on center, return to the EOC to sign out when you leave.
 - Keep social distance as much as possible.
 - Scan your badge when leaving the center