

Attachment 3. N3B Response to Suspect/Confirmed COVID-19 Case Checklist

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The purpose of this checklist is to provide guidance to the N3B management team and support personnel involved in the response to a confirmed or suspect COVID-19 case. N3B's response is coordinated with LANL Emergency Management. Thus, the checklist below is initiated in conjunction with LANL's response process outlined in EMD-AP-46, LANL COVID-19 Cleaning and Disinfecting Operations procedure, which includes response actions to confirmed or suspect COVID-19 cases. Based on the differences in business operations practices between LANL and N3B, not all protocols (e.g. LANL specific internal notifications, interface points, etc.) outlined in EMD-AP-46 may be applicable to N3B. As such, any differences in protocols are reflected in the checklist below. The Safety and Emergency Director or designee is responsible for ensuring all applicable actions in the checklist are completed for each individual case or related cases. Responsible employees/managers identified in the Actions column are responsible for ensuring timely actions are taken in accordance with approximate timelines indicated.

Actions	Approximate Time	Action completed by/time or NA
RESPONSIBLE LINE MANAGER Upon the manager being notified of an employee/subcontractor/visitor with positive COVID-19 test or suspected COVID-19 case, immediately send the individual home if currently at work.	Immediately (T+1 min)	
RESPONSIBLE LINE MANAGER Ensure Senior Managers (Respective PM, President, Executive Officer, and ES&H PM), N3B Occupational Medicine Specialist, HR Benefits Manager and Emergency Preparedness Specialist have been notified of Confirmed and Suspected COVID-19 case. Note: Personnel privacy is of paramount importance.	T+5 min	
OCCUPATIONAL MEDICINE SPECIALIST Gather the following information as applicable from employee/manager: employee symptom onset date/infected person contact; work location; locations visited on site, potential work contacts including location and date of potential contact, and any immediate family members supporting N3B or LANL.	T+5 min	
OCCUPATIONAL MEDICINE SPECIALIST Ensure LANL COVID-19 hotline has been notified and provided available preliminary information: employee name/Z number; symptom onset date/infected person contract; work location; locations visited on site, potential work contacts including location and date of potential contact; and any immediate family members supporting N3B or LANL.	T+15 min	
RESPONSIBLE LINE MANAGER Ensure work area of infected or suspected infected employee has been secured to restrict personnel access (e.g. barricading or locking of affected area).	T+15 min	
ES&H PROGRAM MANAGER Ensure DOE EM Site Manager or designee and DOE EM Contracting Officer have been notified of confirmed or suspected COVID-19 case	T+15 min	

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Actions	Approximate Time	Action completed by/time or NA
ES&H PROGRAM MANAGER Ensure DOE EM SITE MANAGER or designee has notified EM-1, 2, and 3 as appropriate of Confirmed COVID-19 case.	T+1 hr	
LANL EMERGENCY OPERATIONS CENTER Notify DOE COVID-19 Hotline and DOE Watch Office of Confirmed COVID-19 case. For leased facilities, notify Los Alamos County Consolidated Dispatch Center and the Los Alamos County Office of Emergency Management	T+30 min	
OCCUPATIONAL MEDICINE SPECIALIST Contact employee and verify self-isolation protocol is in place. Gather any additional information from employee.	T+10 min	
OCCUPATIONAL MEDICINE SPECIALIST With help from infected employee and manager, develop list of potentially affected employees using NMDOH/CDC guidance to support contract tracing (if applicable).	T+1 hr	
OCCUPATIONAL MEDICINE SPECIALIST As needed, contact LANL Occupational Medicine Director for protocol guidance/consultation for infected or suspect infected individual.	T+30 min	
EMERGENCY PREPAREDNESS SPECIALIST Contact LANL Incident Response Commander (IRC) to determine if LANL COVID-19 Response Team will respond based on recommendation from LANL Bio Safety Officer. If determined to respond, coordinate with LANL IRC and N3B (ESH Program Manager, Responsible Line Manager, facility management, and security) to develop disinfection response protocol for affected areas. If LANL cannot support response process due to resource availability, contact Facility Management to utilize enhanced cleaning and disinfection vendor.	T+30 min	
ES&H PROGRAM MANAGER Notify DOE EM Site Manager or designee and DOE EM Contracting Officer of decision to deploy disinfection team.	T+1 hrs	
FACILITY MANAGEMENT Notify and coordinate with leased facility holder for N3B leased facilities.	T+1.5 hrs	
ES&H PROGRAM MANAGER Notify N3B communications personnel and provide sufficient detail to send out an N3B all communication.	T+30 min	

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HUMAN RESOURCES / BUSINESS SERVICES If subcontract personnel are impacted, notify subcontract management staff of positive COVID-19 case and potentially affected workers.	T+1 hrs	
HUMAN RESOURCES Assist N3B occupational medicine specialist with gathering list of contact information for workers in close contact with infected person.	T+2 hrs	
OCCUPATIONAL MEDICINE SPECIALIST Complete draft communication for employees who were in potential close contact with infected employee and send out for time sensitive review.	T+1 hr	
N3B COMMUNICATIONS Draft N3B all communications and send out for time-sensitive review to N3B Pandemic Action Team (PAT) and senior managers.	T+30 min	
OCCUPATIONAL MEDICINE SPECIALIST Notify employees who were in potential close contact with infected employee (if applicable).	T+2 hrs	
OCCUPATIONAL MEDICINE SPECIALIST Notify NMDOH and provide information to support close contact tracing and seek further guidance as needed.	T+2 hrs	
OCCUPATIONAL MEDICINE SPECIALIST Follow up email communications notification by making phone contact with employee(s) and answer any questions/concerns.	T+3 hrs	
N3B COMMUNICATIONS Send N3B notification communications to N3B All (including subcontract staff) and coordinate response time with LANL.	T+1 hr	
ES&H PROGRAM MANAGER OR SAFETY AND EM DIRECTOR Provide focused communication to respective work group (e.g. CH-TRU or ER Projects) associated with infected employee (if applicable).	T+ 2 hrs	
MANAGER As, applicable, support N3B security and LANL response personnel with pre-job and walk down of affected areas to develop disinfection plan.	T+4 hrs (or next business day)	
LANL COVID-19 RESPONSE TEAM As determined by LANL COVID-19 Response Team, perform disinfection process and notify N3B management when completed.	As determined by LANL COVID-19 Response Team	
MANAGER Ensure barricades/restrictions from building are removed.	After completion of disinfection process	
SAFETY AND EM DIRECTOR Review positive COVID-19 case for Occupational Safety and Health Administration (OSHA) reportability.	T+2 days	