

# MISSION FORWARD

## COVID-19 Risk & Exposure Reduction GENERAL ON-SITE PRECAUTIONS FOR VISITORS

In the uncertain times facing the nation, safety and well-being of visitors, personnel, and families remains paramount. For visitors whose work requires physical presence at a Sandia location, this guide provides information to assist in providing a safe and healthy work environment which is intended to appropriately ensure worker safety and health. Visitors are expected to follow Center for Disease Control (CDC), federal, state, local and/or facility pandemic protocols.

### BEFORE COMING ON-SITE



**All visitors** are required to use the Sandia Health Check app to complete the required daily screening - access link below and follow instructions on the reverse:  
[https://sandiahr.custhelp.com/app/answers/detail/a\\_id/10158](https://sandiahr.custhelp.com/app/answers/detail/a_id/10158)

For those who do not have access to the app, in-person screening forms can be obtained through the Sandia Administration Office, Building 03-51. Contact host for specific instructions as well as any current travel restrictions.

### WORK SMART APART



Limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Use this Sandia guidance to protect personnel health and safety.

- **All visitors** and personnel on Sandia-controlled premises **are required to wear face coverings.** (refer to *Friendly Face Time Guidance*)
- **Follow host's work planning and control processes**, including additional requirements which may be implemented.
- **Practice social distancing** by maintaining **6-foot separation** with other people.
- **Pay attention for on-site visual reminders and signage** to maintain social distancing and **heed other awareness notifications** in conference rooms, office spaces, and visitor areas.
- **Limit location footprint** while working on-site to only those work locations required to performing essential work functions, starting with entry points.

### BE WISE -- SANITIZE



- **Wash hands often** with soap and water for 20 seconds and use sanitizer.
- Clean hands after physical contact with others or equipment and after coughing, sneezing, and/or blowing nose.
- If wearing gloves, wash hands before and after use.



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### FRIENDLY FACE TIME GUIDANCE

Face covers and masks act as a barrier to prevent face touching and protect others in event of infection.



**All visitors and personnel on Sandia-controlled premises are**

**required to wear multilayer cloth face coverings or masks; neck gators are prohibited.**



• **Visitors performing activity-level work in proximity of less than 6-feet of other workers will be provided surgical or cloth masks as necessary.**

- For general use, face coverings may be personally owned. Face coverings or masks are available at the Sandia Administration Office as necessary.
- Individuals may temporarily remove face covering while eating and drinking; however, must be prepared to don face covering if others approach.

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**Visitors feeling ill or symptomatic must remain home.**