



*One Team. One Culture.*

**Management Directive**

# **PRC-MD-SH-54505**

## **COVID-19 Briefing and Implementation of Social Distancing Guidelines**

Revision 0, Change 0

Published: 03/26/2020

Effective: 03/26/2020

Program: Occupational Safety and Industrial Hygiene

Topic: Occupational Safety and Industrial Health

Technical Authority: Knutson, Garrett

Alternate Technical Authority: Hibbs, Kathy

Functional Manager: Wooley, Kelly

# **Use Type: Administrative**



- Solid Waste Operations Complex :  
**Screening Determination Performed: (Screening/Determination Performed (no issues))**  
SWOC-20-020  
**Screener:** Geary, Daniel
- Canister Storage Building/Interim Storage Area :  
**Screening Determination Performed: (Screening/Determination Performed (no issues))**  
CSB-20-012  
**Screener:** Covey, Lori
- Central Plateau Surveillance and Maintenance :  
**Screening Determination Performed: (Screening/Determination Performed (no issues))**  
S&M-20-028  
**Screener:** Waller, Mitchell
- Waste Encapsulation Storage Facility :  
**Screening Determination Performed: (Screening/Determination Performed (no issues))**  
WESF-20-029  
**Screener:** Kraemer, Laurie
- 100 K Facility :  
**Screening Determination Performed: (Screening/Determination Performed (no issues))**  
0039-2020  
**Screener:** Oberg, Brian
- Less Than HazCat 3 :  
Excluded from USQ  
**Exclusion Reason:**  
Less Than HazCat 3
- Plutonium Finishing Plant :  
**Screening Determination Performed: (Screening/Determination Performed (no issues))**  
PFP 002-2020 R1  
**Screener:** King, Jeffry
- Transportation :  
Excluded from USQ  
**Exclusion Reason:**  
N/A per Section 1.3
- 324 Facility :  
**Screening Determination Performed:**  
324-20-028  
**Screener:** Enghusen, Mark

**JHA:** Administrative

**Periodic Review Due Date:**06/23/2020

**Publication Correction:**03/26/2020

Rev. 0, Chg. 0

## Change Summary

## Description of Change

**COVID-19 Briefing and Implementation of Social Distancing Guidelines**

New management directive.

## COVID-19 Briefing and Implementation of Social Distancing Guidelines

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### 1.0 INTRODUCTION

#### 1.1 Purpose

The purpose of this management directive is to provide specific direction to CH2M HILL Plateau Remediation Company (CHPRC) management to ensure all CHPRC and subcontractor personnel have received a documented briefing on COVID-19 Guidance, Social Distancing, Notification Process, Disinfection Protocol, and Contact Tracing prior to resuming normal operations. Additionally, this management directive provides the requirement to implement the recommended social distancing guidelines provided in the COVID-19 Guidance, Social Distancing, Notification Process, Disinfection Protocol, and Contact Tracing briefing document.

#### 1.2 Scope

This management directive establishes the requirements to brief CHPRC and subcontractor personnel on COVID-19 Guidance, Social Distancing, Notification Process, Disinfection Protocol, and Contact Tracing and implementation of the social distancing guidelines prior to resuming routine operations.

#### 1.3 Applicability

This management directive applies to all CHPRC and subcontractor personnel.

#### 1.4 Implementation

This management directive is effective upon publication.

### 2.0 DIRECTION

All CHPRC and subcontractor personnel shall receive a documented briefing on COVID-19 Guidance, Social Distancing, Notification Process, Disinfection Protocol, and Contact Tracing prior to resuming routine operations, which is available on the CHPRC Training main intranet page (<http://prc.chprc.rl.gov/rapidweb/TRAINING/index.cfm?pagenum=1>). Documentation of completion shall be sent in hard copy format to **CHPRC Training, MSIN A6-04** or by email to **^CHPRC Authentication**.

In our workplace, guidelines for social distancing and group sizes must be balanced with executing our critical work and maintaining the safety of the nuclear facility to protect the public and the environment. The guidelines shall be implemented utilizing a graded approach. Current social distancing guidelines include:

- Evaluation and effort to reduce overcrowding in areas where personnel congregate while performing job duties (e.g., step-off pads, conference rooms).
- Evaluation and effort to reduce density of personnel located in office locations.
- Do not hold a meeting if an email will communicate adequately.

**COVID-19 Briefing and Implementation of Social Distancing  
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- Face-to-face meetings will be conducted with the minimum number of people who will then flow down the information (e.g., staff meetings with direct reports only).
- When possible, maintain 6 feet from co-workers during meetings.
- Utilize available software to hold meetings via telecommunications, programs such as Skype or Microsoft Teams.
- If a meeting is not time critical, postpone it.
- Employees are encouraged to remain at home when sick.

Each organization shall use these guidelines in the development of resumption plans.

**3.0 DURATION**

This management directive will remain in effect for 90 days.

**4.0 RECORD IDENTIFICATION**

None

**5.0 SOURCES**

**5.1 Requirements**

None

**5.2 References**

None