

Return to Pennington Plan

Important Information All Employees Should Know and Follow.

About the Plan

Pennington has developed a comprehensive plan for the orderly and safe return of our employees once the Governor's current stay-at-home order expires on May 15, 2020. This plan follows the guidance published by the CDC, the Governor's Office, the Louisiana Department of Health, and other federal and state regulatory agencies, including readiness activities performed PRIOR to the phased return to campus.

When will I be able to return to campus?

Phase 1

- All personnel managing mission-critical Center infrastructure and functional areas.
- Labs/departments that are currently capable of maintaining social distancing.
- Larger labs/groups may rotate employees (work from home on alternating days) to keep numbers suitable to maintain proper social distancing.
- Clinical staff report according to the study priority plan, assigned individually by supervisor.
- *Except as noted above, all employees who are able to perform their duties from home should continue to do so, including employees at higher risk (age, underlying conditions).*

Phase 2

- Employees who were performing their duties from home during Phase 1 and employees currently rotating (work from home on alternating days) may begin reporting as assigned by their supervisors.
- *Employees at high risk (age, underlying conditions) should continue to work from home.*

Phase 3

- All employees may begin reporting as assigned by their supervisor.

PRECAUTIONS

to ensure compliance with the CDC/Governor guidance.

- **EVERYONE** entering a building at Pennington Biomedical must go through screening. See page 2 for your screening location.
- **Do not report to work if you are sick.** You must be fever free without fever-reducing medicines for 72 hours, and otherwise symptom free.
- **Practice social distancing.** Don't gather in break rooms. Limit foot traffic to other buildings.
- **Wash your hands** often and avoid touching your eyes, nose and mouth.
- **Clean shared work areas** after each use.
- **Work in shifts** to decrease the number of employees in one area.
- **Consult your supervisor** if some duties can't be performed while taking these precautions.
- **Wear a mask.**
- Labs/departments that share work areas with other groups **MUST collaborate** to ensure social distancing requirements are met.

Use assigned employee screening stations

Participants (except Fitness Center users)

1 Report to Clinic Lobby

The Clinic staff will provide screenings for this area at times based upon scheduled clinic visit from 6:30 AM -12:00 PM, Monday through Friday.

Participants utilizing Fitness Center

2 Report to Fitness Center

Area coordinated by the Intervention staff on an as needed basis for those participants utilizing the fitness center as part of an ongoing study. (The Fitness Center will remain closed to employees during Phase 1.)

Clinical Trials Unit Staff

3 Report to Imaging Lobby

Clinic staff will coordinate between the hours of 6:00 AM and 8:30 AM.

Comparative Biology Staff

4 Report to CBC Facility

Facilities Maintenance and Grounds Staff

5 Report to F Building

Screening at the time clock area.

All Others

6 Report to C Building Atrium

Will operate between the hours of 6:15 AM and 10:30 AM.

After Screening Station Hours

7 Report to Security

Screening at main Security Office in D Building.

Wear proper PPE assigned by risk

Risk Category Low

Exposure: Minimal interaction with co-workers, office worker or remote worker.

PPE Required: Face mask entering/leaving PBRC, in common areas with other co-workers, or within 6 feet of co-workers.

Risk Category High

Exposure: Requires frequent contact with co-workers or general public, handling human tissues or experiments with possibly contaminated materials.

PPE Required: Face mask entering/leaving PBRC, in common areas with other co-workers, or within 6 feet of co-workers.

Must use PPE specific to your department/procedure.

