



Procedure for Retrieval of Equipment during Curtailment

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Deputy Director for Operations: 	May 11, 2020	Brian Sherin
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Table of Contents

1.0 PURPOSE	3
2.0 APPLICABILITY	3
3.0 PROGRAM DESCRIPTION	3
3.1 General Guidelines.....	Error! Bookmark not defined.
3.2 IT New Computers/Repairs	4
3.3 Hazardous Items	4
3.4 Examples of Items Permitted for Pick-Up.....	5
4.0 INSTRUCTIONS	5
4.1 Instructions for Employees	5
4.2 Instructions for Supervisors/ ESH Coordinators.....	6
4.3 Instructions for Security	6
5.0 RETURNING ITEMS TO THE SITE	7
6.0 OTHER RESOURCES	7

1.0 PURPOSE

With the extension of the stay-at-home order through the end of May as well as multiple requests to come onsite to retrieve personal and/or business-related items, the Lab has created guidance to allow certain items to be picked up, to the extent these items are needed for an employee to continue to effectively telework. As a reminder, everyone's safety is our concern. Any requests to take home items that could put you or others in harm's way will not be approved. All requests must be reviewed and approved by your supervisor and ESH Coordinator.

2.0 APPLICABILITY

This document applies to all SLAC personnel

3.0 PROGRAM DESCRIPTION

3.1 General Guidelines

- You must have a Temporary Telecommuting Agreement on file https://intranet.slac.stanford.edu/sites/intranet.slac.stanford.edu/files/FORM_Temporary-telecommuting-agreement-SLAC_3-9-2020.docx. Refer to sections G - J regarding returning equipment; cyber security; safe work; as well as ergonomic and home office safety guidance. Inventory of new items to be removed from SLAC should be listed on Offsite Use form (see information below).
- Materials to be picked up must be pre-approved by your supervisor and ESH risks evaluated by your ESH coordinator.
- Appointment times to come onsite must be made through the Security Office. Employees will be allocated a date and time for pick up. Plan on minimizing time on site to typically no more than 30 min. Security will try to accommodate your schedule request, but bear in mind that there may be conflicting appointment requests. You will be turned away at the main gate if you show up unannounced.
- Security officers will escort you to your work area. In keeping with physical distancing requirements, they will not assist you in carrying items to your vehicle. If you anticipate needing assistance, please advise Security when scheduling your appointment and they will have a member of the F&O Labor Pool available to assist you.
- Do not come to SLAC if you are ill or if you have been in close contact with someone who has tested positive for COVID-19. Call Security to reschedule.
- Visits to SLAC are to retrieve equipment and materials only. You will not be permitted to conduct work, tour other areas or linger onsite. You are expected to observe physical distancing at all times.
- If you are currently working onsite and wish to retrieve equipment to effectively telework, you are still required to complete the Off Site Use Form, obtain supervisor approval and

ESH Coordinator concurrence. You do not need to contact Security to set up an appointment if the items are located in your assigned onsite work area. If you need to retrieve items from a different location (building) that is not part of your onsite task assignment, contact Security to arrange an appointment/escort.

- Carts, if available in your work area, can be used but remember to clean-as-you-go. Security will provide cleaning materials and advise you on protocols. You may bring boxes and other materials from home to help safely transport the equipment.
- SLAC requires that you have a cloth face covering with you whenever you are onsite and always use it when interacting with or near other people (e.g., with Security, Labor Pool); remember to bring one as they may not be available at the main gate.

Property Control requirements for all SLAC equipment remain in effect. Refer to SLAC's OffSite Use policy for more information: <https://internal.slac.stanford.edu/scm/property-control/employee-responsibilities/site-use-property>.

3.2 IT New Computer/Repairs

- To request a new computer/tablet or repair an existing computer, please call the IT Help Desk (650-926-4357) or [submit a ticket](#).
- If you have an existing ticket and are waiting for the opportunity to pick up your computer, please respond to your existing ticket to arrange for pick up.
- After you have been informed by IT Help Desk that your equipment is ready, schedule your pick-up time with Security.

3.3 Hazardous Items

The following are examples of potentially hazardous items that **can not** be removed from the laboratory for use at home:

<ul style="list-style-type: none"> • Chemicals, gases 	<ul style="list-style-type: none"> • Items that can potentially generate hazardous waste
<ul style="list-style-type: none"> • Radioactive materials 	<ul style="list-style-type: none"> • Electrical equipment greater than 120VAC
<ul style="list-style-type: none"> • Soldering irons/solder 	<ul style="list-style-type: none"> • Non-ionizing radiation generating equipment (lasers, high power Rf sources, etc.)
<ul style="list-style-type: none"> • Any other equipment determined by ESH Coordinator to be hazardous 	

3.4 Examples of Items Permitted for Pick-Up

Examples of Items Permitted for Pick-up

Personal items that can be safely removed (i.e., they can be safely lifted and moved)
<p>Laptops and desktops:</p> <ul style="list-style-type: none"> You must disclose to your supervisor and note on the Offsite Use form if personally identifiable information (PII) is present on your laptop/desktop If you are picking up a new or repaired laptop/tablet from IT, respond to your original IT ticket to arrange a time (refer to: IT New Computers/Repairs)
Computer monitors, switching hubs, docking stations, cables, power strips
Ergonomic equipment (keyboards, monitor risers, wrist pads, mouse, foot rests)
<p>Small quantities of office supplies:</p> <p>Folders, pens, notepads, paper (2 ream limit), labels, ink cartridges, label-makers, etc.</p>
Individual small printers, scanners
Hard copy files not containing PII. Note: If the removal of PII is necessary, please notify and discuss with Eric Shupert, Human Resources, prior coming onsite
Small electronics

Note: Furniture such as sit/stand desks and chairs may not be removed from the site.

4.0 INSTRUCTIONS

4.1 Instructions for Employees

- Review employee responsibilities for property control: <https://internal.slac.stanford.edu/scm/property-control/employee-responsibilities>.
- Complete an Offsite Use Form including items not typically subject to Property Control (i.e., monitors, keyboards, docking stations, foot rests). Include items that you have already removed from SLAC but did previously list on your Temporary Telecommuting Agreement. You do not need to list office supplies (i.e., paper, pens, folders). Sign the certification section then have your supervisor or Department Head sign and complete the approval section. (<https://internal.slac.stanford.edu/scm/sites/scm.internal.slac.stanford.edu/files/offsite-use-form.pdf>)
- Email the completed and signed form to your ESH Coordinator for ESH review and concurrence: (https://www-group.slac.stanford.edu/esh/groups/safety_coordinators/).

4. If ESH Coordinator concurs, they will forward the completed, signed Offsite Use Form to Security, osimon@slac.stanford.edu with a copy (cc) to the employee and supervisor.
5. Upon receiving ESH Coordinator concurrence, employees should contact Security (Simon Ovrachim osimon@slac.stanford.edu /650-926-2310) to schedule a pick-up appointment and receive additional instructions.
6. Email a copy of your completed Off Site Use form to OffsiteUseForms@slac.stanford.edu
7. Remember to bring a cloth face covering when you come to pick up your equipment.
8. After retrieving your items, you must update any items with property control tags (laptops, desktops, etc.) in the database here: <https://www-bis1.slac.stanford.edu/Property/p2p.aspx?from=me>

4.2 Instructions for Supervisors/ ESH Coordinators

1. Supervisors review requests for productivity needs, safety, and to ensure requests follow the guidelines above.
2. Verify that the employee has submitted a Temporary Telecommuting Agreement.
3. Ensure that items listed as hazardous are not removed from SLAC.
4. Supervisor approves the request by signing in the approval section of the Offsite Use Form and returning it to the employee.
5. ESH Coordinator: Receives completed and signed Offsite Use Form from employee, and reviews for ESH concerns. If there are none, forwards the Offsite Use Form to Security at osimon@slac.stanford.edu, copying (cc) the employee/requestor and supervisor. If the employee is currently assigned to onsite work, please notify Security.

4.3 Instructions for Security

1. Once contacted by an employee, ensure that the Offsite Use Form is signed by the employee, supervisor, and has ESH coordinator concurrence.
2. Work with employee to set up a tentative pick-up date/time.
3. Email Building Manager(s) to confirm the tentative appointment time does not conflict with planned area activities so that physical distancing protocols can be maintained.
4. Confirm appointment with employee.
5. Ask employee if Labor Pool assistance is needed. If so, notify Labor Pool supervisor
6. Meet employee at appointment time and escort them from the main gate to their building.

7. Support clean-as-you-go COVID-19 requirements by bringing cleaning supplies for employee use.
8. Escort employee off site.

5.0 RETURNING ITEMS TO THE SITE

When you are reassigned to work on-site and/or your supervisor requests the return of items, update the property control database for tagged items/Offsite Use Form as required.

6.0 OTHER RESOURCES

Ergonomics While Working From Home, C. Fried, March 24, 2020, SLAC Today,
<https://intranet.slac.stanford.edu/news/2020/03/ergonomics-while-working-home>

Cloth Face Covering Use and Guidance, ESH
<https://internal.slac.stanford.edu/esh/sites/esh.internal.slac.stanford.edu/files/facecovering.pdf>

Clean-As-You-Go Protocols, ESH
<https://internal.slac.stanford.edu/esh/sites/esh.internal.slac.stanford.edu/files/cleanasyougo.pdf>