

# AFRC Return-to-Center: COVID-19 Safety Information

Version 14.0 / March 9, 2022

AFRC local areas currently have LOW transmission rates

This pamphlet is intended to provide **all AFRC personnel** (NASA civil servants, contractors, and Agency/Center partners) basic safety information and guidelines related to COVID-19 on-site expectations and protocols, as well as useful internet resources and POC information. Special official government travel requirements may exist, review details with travel POC. AFRC reserves the right to maintain or establish more restrictive protocols as needed due to changes in local conditions.

Per CDC and White House Safer Federal Workforce Task Force guidance (issued August 16, 2021),

- 1) all NASA civil servants and contractors are required to complete a Certification of Vaccination Status, and
- 2) all visitors are required to complete a Certification of Vaccination Attestation Form and if not fully vaccinated, provide a negative COVID test upon request.

**Vaccination Requirements:** Vaccines are required for all personnel who fly in any AFRC aircraft and who staff any control room during operational missions, including the Global Hawk Operations Center (GHOC) and Mobile Operations Facilities (MOFs).

## COVID-19 Internet Resources

- For AFRC personnel: [Certification of Vaccination Status forms](#)
- For visitors: Certification of Vaccination Attestation forms will be filled out onsite at the badging office
- Video from Chief Resilience Officer Melanie Saunders speaking about the latest updates on COVID-19 and the future of work at NASA: <https://www.youtube.com/watch?v=YDBYaw6ychM>
- AFRC Xnet homepage: on the top right-hand side
  - click on the "[coronavirus](#)" link
- NASA People Coronavirus Response Information
  - <https://nasapeople.nasa.gov/coronavirus/>
- NASA Return to On-Site Work FAQs for Civil Servants
  - [https://nasapeople.nasa.gov/coronavirus/FAQs\\_on\\_NASA's\\_Approach\\_to\\_RTOW\\_\(05-13-2020\).pdf](https://nasapeople.nasa.gov/coronavirus/FAQs_on_NASA's_Approach_to_RTOW_(05-13-2020).pdf)
- CDC COVID-19 site
  - <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- California Department of Public Health COVID-19 site
  - <https://www.cdph.ca.gov/>
- Vaccine Information
  - [Military: https://health.mil/Military-Health-Topics/Combat-Support/Public-Health/Coronavirus/COVID-19-Vaccine-Efforts](https://health.mil/Military-Health-Topics/Combat-Support/Public-Health/Coronavirus/COVID-19-Vaccine-Efforts)
  - [CDC: https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html)
- Look-Up California COVID Digital Vaccine Record
  - <https://myvaccinerecord.cdph.ca.gov/>

## Key AFRC POCs / Phone Numbers

- Medical and Health Unit
  - Main Campus and Building 703 – during business hours: (661) 276-3570
  - Main Campus – after business hours: (661) 276-3256
- Building 703 Security
  - Building 703 VCC – during business hours: (661) 276-7589
  - Building 703 – after business hours: (661) 947-4803
- Industrial Hygiene (N-95 respirator fit testing)
  - Kenny Camarena, (661) 276-2415
- Chemical/Tool Crib (N-95 and KN-95 masks)
  - Building 4823, Room 101A and Building 703, Room S123
- Safety (PPE, cleaners, and other supplies)
  - Ralph Anton, (661) 276-2839

## Emergency Phone Numbers

- From your desktop phone, call 911
- From a cell phone, call (661) 276-3256 to reach AFRC Post 1 or call (661) 947-4803 to reach B703 Security
- Main Campus – after business hours: (661) 276-3256
- Building 703 VCC – during business hours: (661) 276-7589
- Building 703 – after business hours: (661) 947-4803

## **AFRC General Expectations for On-Site Work**

1. These expectations apply to all persons on-site or at a partner facility – civil servants, contractor employees, and visitors
2. Contractors who work on-site will be subject to the same health and safety requirements as NASA civil servant employees
3. **All NASA civil servants and contractors** are required to complete and submit a [Certification of Vaccination Status](#) whether working remotely or onsite and update that status if it changes
4. **Unvaccinated / not fully vaccinated federal employees** are required to test negative and inform their supervisors of that result prior to coming onsite. Contact supervisors for testing procedures / specifics
5. **Visitors:** To gain access to any NASA site, **all** visitors are required to complete a NASA Certification of Vaccination Attestation Form (OMB Control No. 3206-0277, Exp. Feb. 5, 2022 – still current form, continue to use) at the Visitor Control Center. In addition, not fully vaccinated visitors or those who decline to respond, are required to also provide documentation of a negative COVID-19 test from within the previous 3 days in order to be issued a visitor badge and gain access to the Center
6. **Transient contractors:** Contractors who are making deliveries to a NASA facility (e.g. package delivery service; propellant supplier) but will not enter a Federal Building for an extended period of time (i.e. greater than 1 hour) are not required to complete and submit a Certification of Vaccination Status
7. **Face Covering / Mask Specifics:**
  - a. Personnel working on site are no longer required to wear masks and/or face coverings, regardless of vaccine status, to include AFRC aircraft cabins. (NOTE: projects may adopt more restrictive mask rules, as warranted)
  - b. Continue to carry a mask and/or a face covering in case someone asks you to mask up. If you don't have any, they can be obtained at either the Visitor Control Center (VCC) at main campus or the annex at B703.
  - c. Persons at increased risk for complications from COVID-19 are still strongly encouraged to wear masks / face coverings
  - d. Masks are also strongly encouraged in the AFRC Medical and Health Unit
  - e. Persons working within 6 feet of other personnel are also strongly encouraged to wear masks / face coverings.
8. **Conference Rooms:** Continue to adhere to occupancy limits per the QRC codes on the doors and use the “100% vaccinated” limit for that room. Unvaccinated people are strongly encouraged to wear masks in said rooms
9. **Working at partner sites:** Continue to follow the more restrictive guidance between AFRC and the partner **site**
10. **Special vaccine requirements:** Vaccines are required for all personnel who:
  - a. Fly in any AFRC aircraft
  - b. Staff any **AFRC** control room during operational missions, including the Global Hawk Operations Center (GHOC) and Mobile Operations Facilities (MOFs).

## **General Hygiene Protocols for All Persons**

1. Cover coughs or sneezes with a tissue, sleeve, or elbow; not your hands, then wash your hands
2. Wash your hands with soap and water frequently for at least 20 seconds
3. Avoid touching your eyes, nose, or mouth with unwashed hands
4. PPE (including N-95 masks, gloves, hand sanitizer, and wipes) will be provided to employees/teams as needed
5. Regularly clean and disinfect frequently touched surfaces. Examples include tables, desks, or door handles
6. Cleaning and disinfectant supplies are available through store stock
7. Janitorial services will disinfect and clean common areas like restrooms, break rooms, kitchens and conference rooms
8. Approved IT wipes will be provided to disinfect printers, copy machines, and other electronic devices
9. If you must use someone else's tools or equipment, disinfect the tools or equipment before and after use
10. Report any concerns or ideas to improve these guidelines to your supervisor

## **General Health Monitoring and Reporting**

1. Monitor your temperature. Use an oral thermometer and wait 30 minutes after eating and drinking before taking your temperature
2. If your temperature is 100.0°F or greater, or if you feel feverish, stay home and contact your medical provider
3. Symptoms listed by the CDC for COVID-19 are the following:
  - a. Fever or chills
  - b. Cough
  - c. Sore throat
  - d. Fatigue
  - e. Muscle or body aches
  - f. Headache
  - g. Loss of taste or smell
  - h. Shortness of breath or Congestion
  - i. Nausea or vomiting
  - j. Diarrhea
4. If you feel sick at home, **STAY HOME**, notify your supervisor, and contact your medical provider
5. If you feel sick at work:
  - a. If your condition is an emergency, call the appropriate emergency number
  - b. If your condition is not an emergency, notify your supervisor
    - i. Call the AFRC Health Unit at Ext. 3570 to discuss options, but DO NOT go to the clinic
    - ii. Give your supervisor a list of all your AFRC contacts for the prior 3 days
    - iii. Contact your personal medical provider and do what your provider recommends and **GO HOME**
6. If you have a medical condition that puts you at increased risk for complications of COVID-19, and are unvaccinated or immunocompromised, you must make an informed decision regarding whether you should return on site or not
  - a. Review the CDC webpages including "People of Any Age with Underlying Medical Conditions" and
  - b. Consult your personal medical provider to determine if you have a medical condition that puts you at increased risk and when they would recommend you can safely return on site to AFRC to work
  - c. Talk to your supervisor about options to reduce your risk of exposure
7. If you test positive for COVID-19 OR have been in contact with a known COVID-19 positive person (onsite or offsite), notify your supervisor and the Health Unit
8. If a member of your household has been in contact with a known COVID-19 positive person, call the Health Unit for guidance
9. On-site CUE testing is available for use if needed