Remote shifts for Hall-D: Mode of operations, requirements and responsibilities

Given the situation with the pandemic, it is expected that some travel restrictions will still be in place during the upcoming SRC/CT@GlueX run in 2021. The beginning of the experiment will have all leader shifts taken in by Hall D experts and Hall D staff while the worker shifts may be taken either at the counting house or remotely. It is highly encouraged to take worker shifts in person at the counting house, if able. Also, it is required that a shift leader will have at least 4 shifts in the counting house with beam on prior to signing up for a shift leader role.

Mode of participation in remote shift taking
- PDL will grant the remote shift taking in consultation with the management of the Hall-D and the Run Coordinator.
- To perform shift duties, the remote worker must connect to the Counting Room via pre-set BlueJeans session and to the computers via two-factor authentication using a pre-set VNC session. The Hall-D OPS will setup and provide both the VNC and the BlueJeans sessions
- Because of the possibility for failing to connect via two-factor authentication (de-synchronized security code or forgotten pass code), each remote shift should have a back-up, another person who is ready to connect if scheduled person will not show up
- Remote shifter will not be allowed to operate magnet power supplies, beamline devices, and DAQ

Requirements for remote shift taking
In the remote shift location there must exist a stable and reliable internet connection, screens big enough to allow to check the various monitoring GUIs, and a stable video and audio connection to the Counting Room via BlueJeans.

Responsibilities of the remote worker
The responsibilities of the worker shift are clearly out lined in COO, Section 4.5. The responsibilities of the remote worker are not much different from in-person worker. Here are guidelines from COO:
- carry out the scientific goals of the shift in a safe and efficient manner under direction of the Shift Leader
- read the logbook to be aware of changes in goals, operating parameters, and new documentation
- monitor the equipment for problems
- maintain adequate records of the progress of the shift
- connect before the start of each shift and coordinate current operating conditions with the previous shift
- keep all training necessary to maintain JLAB computer account up-to-date
- specify anything else?