

## Hall D Tasks to be completed before First Tier entry

1. Ensure Occupancy signs and all other signs are in place. The Occupancy signs should be in place already, but check their proper location. Mary Boggs is providing additional signage, such as One Way signs, which are located either in the Counting House or in her cubicle in the Safety Building.
2. Ensure the new "white board" sign in boards are in place. The goal is to provide as "touch free" utility as possible. To accomplish that, those boards shall be located on the outside of the Counting House and the Tagger Vault/Building (weather permitting) or just inside the outer door, along with a set of sanitized white board markers. Each arriving tech will take one sanitized marker and keep it on their person.
3. Ensure the Hurricane Condition for Hall D is correctly set, and report filed.
4. Print out the Covid 19 OSP and the Hall D Resumption Plan, HALL D PROCEDURE NO.: D00000-18-04-P002, Rev-. and all of its cited procedures. Post the Resumption Plan and OSP in the Foyer of the Counting House, so that they can be read from the outside if possible. Put the procedures with the applicable pre-work checklists on the conference table.
5. Print out the required pre-work checklists for the first week's tasks and the Hot Checkout Checklists and spread them out on the Conference room table.
6. Print out 3 copies of the Resumption Schedule on the large plotter in the TEDF Print Room. Post 1 copy in the Counting House, one copy inside Hall D, and one copy in the TEDF room 1546.
7. Get disinfectant and cleaning supplies from the stockroom. Place one set in the Counting House foyer, and at least one set in Hall D, near the red roll away tool box against the East wall. If available, place a set in the Tagger Vault and inside the Tagger Building. Finally, (if available) place one set in the TEDF room 1546.
8. Get available PPE from the stockroom (at least one box of face masks and one box of large Nitrile disposable gloves), and place one set in the Counting House foyer, one set inside Hall D, near the East wall tool box.
9. Get a stack of laminated Health Certification cards from Cebaf Center and/or MCC, and sanitize them and place the sanitized stack in the Counting House foyer.