



Return to On-Site Work

RTOW 2.0 Safety and Health Requirements

Guidance for Supervisors and Team Leads

- On-site work must only be approved for tasks that cannot be completed remotely. The number of personnel allowed to work on-site must be limited to the minimum needed to safely accomplish the tasks.
- Implement and encourage social distancing and staggered work schedules as much as possible.
- Contact the NASA Langley Occupational Health Officer, Jose Carballo, at jose.a.carballo@nasa.gov or (757)864-8994 if someone under your supervision reports possible COVID-19 symptoms or potential exposure. Ensure the person is sent home if they are on-site and that they remain away until successful completion of the self-isolation period. The Occupational Health Officer will notify the Clinic and Human Resources for follow-up.

General Expectations for Employees Returning to On-Site Work

- Employees shall stay home and notify their supervisor if they are sick or have been in close proximity to someone who has tested positive for COVID-19 within the past 14 days.
- Employees shall stay home and notify their supervisor if they are experiencing any symptoms of COVID-19, (fever, headache, difficulty breathing, etc.) even if their symptoms are mild.
- Employees shall practice social distancing. To the extent possible, they shall maintain at least six feet of space between themselves and others.
- Face covers shall be worn at all times while indoors unless when working alone in an office.
- Face covers shall be worn outside whenever six feet cannot be maintained between coworkers.
- Hands shall be frequently washed with soap and water. Hand sanitizer shall be used when hand washing is not possible/practical.
- Avoid touching your face, including eyes, nose and mouth.
- Clean and disinfect shared surfaces in your work area that are routinely touched. This includes door handles, phones, etc.
- Limit the sharing of equipment as much as possible. If equipment must be shared, it shall be cleaned and disinfected after use. (NOTE: be careful to follow manufacturer's recommendations for electronic equipment).
- Avoid touching objects (desks, countertops, etc.) in common areas.

General Cleaning Procedures and Cleaning Guidance

- The custodial contractor is currently providing enhanced cleaning services for occupied facilities two times per week.
- Each employee will be expected to clean their own desk/work area. Disinfectant and cleaning supplies will be supplied. Cleaning shall be performed in the following manner:
 - Frequently touched surfaces shall be cleaned with disinfectant
 - Ensure the surfaces are evenly wetted (be careful with electronics and follow manufacturer recommendations)
 - Allow for sufficient contact time
 - Wipe clean with disposable wipe
 - Used cleaning materials can be disposed with regular trash



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Guidelines for Face Covers and Personal Protective Equipment (PPE)

- Face covers shall be worn at all times while indoors unless when working alone in an office.
- Face covers shall be worn outside whenever six feet cannot be maintained between coworkers.
- Protective eyewear shall be worn to the extent possible. The use of eyewear can reduce the likelihood of airborne droplets contacting the eyes and face and serve as a reminder to wearers not to touch their eyes or face without first washing their hands.
- PPE such as hard hats, lab coats, and other wearable items shall not be shared unless absolutely necessary, and only after they have been thoroughly cleaned.
- Gloves are only recommended for use while cleaning. Frequent handwashing provides better protection than wearing gloves.

All face covers shall:

- Fit snugly but comfortably against the side of the face
- Fully cover the nose and mouth and be secured with ties or ear loops
- Not have exhalation valves
- Be cleaned/launched regularly, depending on frequency of use

Home-made face coverings are acceptable for most situations. However, cloth face covering fabric should be thick enough to prevent droplet penetration. An effective way to determine this is to hold the face covering up to the light to see how easily light passes between cloth fibers.

Neck gaiters, bandanas, and crochet masks are not acceptable substitutes as new evidence suggests these are less effective.

Visit [LaRC SOS](#) for current information regarding: access gate, badge and pass office, building status, deliveries, visitors, etc. along with the latest Return to On-Site Work (RTOW) materials and resources.