

SUBJECT: Guidance for Visitors STR Facilities During COVID-19 Pandemic

DATE: June 8, 2020

ATTACH: (1) STR COVID-19 Screening Questionnaire
(2) STR General Visitor Guide and Instructions

As the COVID-19 pandemic and its impacts continue to evolve, Systems & Technology Research (STR) is committed to keeping our employees and visitors safe while supporting the critical missions of our customers in the federal government. STR requests that mission-critical visitors to STR facilities during the ongoing COVID-19 pandemic review this guidance and attachments before their visit(s). Please coordinate visits closely with your primary STR point of contact and the STR Security team. You are required to review the attached STR COVID-19 Screening Questionnaire and must confirm that you can answer no to all questions when you arrive at STR.

General Health and Safety Guidelines

- Visitors are permitted to visit STR facilities only to perform critical tasks that can only be completed at STR's facility or using equipment located only at STR's facility
- Do not visit an STR facility if you are at all feeling sick
- If you recently had a fever, do not visit an STR facility unless you have been fever-free for at least 24 hours¹
- You must take your temperature before visiting an STR facility; Anyone with a temperature of 100.4 or above is prohibited from visiting
- Practice social distancing to prevent exposure, staying at least six feet away from others at all times
- If in a secure lab space, follow the posted ingress/egress procedure including that you stay six feet away from others
- Only enter secure labs if the six-foot minimum separation can be maintained
- Wash your hands frequently, avoid touching your face, and do not shake hands
- Clean and disinfect frequently used surfaces, for example keyboards, doorknobs, etc. (STR has cleaning products for use on-site)
- Face coverings must be worn in STR facilities at all times
 - See the attached CDC guidance and DoD memo for additional information on

¹ See CDC guidelines at <https://www.cdc.gov/flu/business/stay-home-when-sick.htm>.

face coverings

- If you have a single-use face mask, such as a surgical mask or an N95 respirator, discard after each use
- If you have a cloth face covering, (1) wash after each use or at least daily, (2) discard face coverings that: (a) no longer cover the nose and mouth; (b) have stretched out or damaged ties or straps; (c) cannot stay on your face; and/or (d) have holes or tears in the fabric

Restrictions on Visiting STR's Facility

Visitors who have recently self-quarantined or self-isolated due to one of the below reasons related to COVID-19 are not permitted in an STR facility until the CDC criteria to discontinue home isolation² are met. In addition, individuals should also follow the guidance of their healthcare providers and state and local health departments prior to ending their self-quarantine or self-isolation:

- You have tested positive for COVID-19
- You have symptoms consistent with COVID-19 and your doctor has advised you to self-quarantine or self-isolate
- You live with or have been in close contact with someone who has tested positive for COVID-19, or someone who has not tested positive but who is showing symptoms of COVID-19 and has been advised to self-quarantine or self-isolate
- You have been notified by a public health official that you need to self-quarantine or self-isolate, or that you have been or may have been exposed to someone who has tested positive for COVID-19, whether or not you are experiencing symptoms
- You have recently traveled to, from, or through one of the countries identified by the CDC to be high risk
- You live with or have been in close contact with someone who has traveled to, from, or through one of the countries identified by the CDC to be high risk

² See CDC guidelines at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>.

COVID-19 Screening Questionnaire for Visitors

Systems & Technology Research (STR) is implementing certain precautionary measures to help prevent the spread of COVID-19 and reduce the potential risk of exposure to our workforce and visitors. Please review this form in advance of your visit.

Please answer the following questions:

1. Have you been in close contact with someone with a confirmed case of COVID-19 within the last 14 days?
2. Have you had a fever or felt feverish in the last 72 hours? A “fever” is a temperature that exceeds 100.4 °F.
3. Are you experiencing or have you experienced in the last 14 days any respiratory or flu-like symptoms, including a running nose, sore throat, cough, shortness of breath, new muscle aches/chills, anosmia?
4. Have you experienced any new change in your sense of taste or smell?
5. Have you traveled internationally in the past 14 days or been in close contact with someone who has traveled internationally in the past 14 days?

If you answered “yes” to any of the above questions, please do not enter our facility and contact your STR visit host to reschedule. At STR check-in you will be asked to confirm that you answered no to each of these questions.

GENERAL INSTRUCTIONS FROM SECURITY

- Arrival at STR's Woburn Address: 600 W Cummings Park #5500, Woburn, MA 01801
 - All visitors must register at the STR reception on the 1st Floor prior to program area access, no exceptions
 - A visitor's STR sponsor should submit a visit cert, this is preferred at least 72 hours in advance to confirm the program access.
 - Visitors that have program access do not need to be escorted inside SAPF
- When on site, escorts are responsible for visitors electronic equipment in their possession
 - No Cell phones, Fitbits, USB drives, etc. are allowed in secure spaces
 - Visitor must sign into the cleared visitor's log
 - Cleared visitors can be left inside the room without STR employee present
- Emergency Procedures Once in the Building
 - Evacuate the building without delay for the fire alarm or emergency situations
 - If time DOES NOT permit:
 - Classified information DOES NOT have to be secured
 - Alarms DO NOT need to be activated
 - Locks DO NOT need to be spun
 - Facility Security Officers (FSOs) and First Responders SHALL be allowed access to classified areas
 - They DO NOT need to sign the visitor log
 - Security debriefing may be conducted
- ****The lives of employees or visitors SHALL NOT be placed in jeopardy to safeguard classified material****

CLOSED LAB PROCEDURES FOR INGRESS/EGRESS DUE TO COVID-19

Please adhere to the following procedures if accessing closed labs:

- A minimum of 6-foot separation must be maintained at each work area within the labs. Please work as far apart from each other as possible.
- There are spray bottles and towels outside the labs. If you don't see enough materials please contact str-facilities@stresearch.com.
- The labs are cleaned every other day; see posted schedule for most recent date.
- Please take extra precautions for ingress/egress from the labs:
 - Spray any surface you intend to touch
 - Handles, keypads, spin dials, etc.
 - Wipe down and let dry
 - When possible, use paper towels to avoid touching surfaces
 - Spray towel and wipe down your workstation before and after use (e.g., keyboard, table, seat, and seat handles)