

Logistics Update for the 2020 Rally

Presented by:
Maryland Test Facility Staff

September 17, 2020

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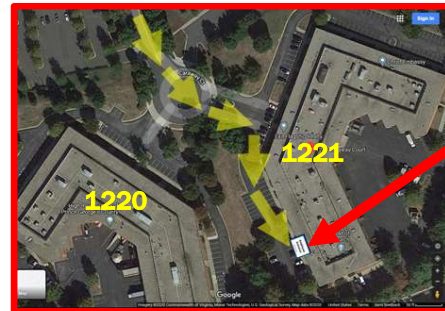
Rally Overview and Precautions

Jerry Tipton
Director

SAIC Identity & Data Sciences Lab at the Maryland Test Facility

Arriving at the MdTF

- The Maryland Test Facility (MdTF) is located at:
1221 Caraway Court
Suite 1070
Upper Marlboro, MD 20774



**Employee
Entrance**



- When you arrive to the MdTF, please only use the Employee Entrance. This will be indicated by a sign on the door and sidewalk signs.
 - There is a callbox located to the right of the door. Pick-up the phone to call the guard, who will unlock the door.
- Use only this entrance when coming to the MdTF throughout the Rally.
- All persons visiting the MdTF, including staff, will be required to complete a verbal screening questionnaire and temperature screening.

Screening Procedures

- **When you arrive at the MdTF, you will be asked the following screening questionnaire:**
 - Have you been tested for COVID-19 and are awaiting test results?
 - Are you currently experiencing any of the following symptoms that cannot be attributed to another health condition?
 - Fever, headache, congestion or runny nose, cough, fatigue, shortness of breath or difficulty breathing, muscle or body aches, sore throat, loss of taste or smell, diarrhea, nausea or vomiting
 - In the past 14 days, have you been in close proximity to anyone who has experienced any of the symptoms listed in the previous question?
 - In the past 14 days, have you been in close proximity who has tested positive for COVID-19?
 - In the past 14 days, have you traveled internationally?
- **If you answer “yes” to any of these questions, you will be denied entry to the MdTF.**
- **If you answer “no” to all of these questions, you will proceed to the temperature screening.**
 - If you have a fever (100.4 degrees Fahrenheit or higher), you will be denied entry to the MdTF.
- **Once you successfully complete this screening, you will receive a badge to wear for the day. All badges will be returned to MdTF staff at the end of each day.**

2020 Rally Schedule

Monday (Sept 28)	Tuesday (Sept 29)	Wednesday (Sept 30)	Thursday (Oct 1)	Friday (Oct 2)
Installation Day	VIP Day [‡] Video Collection	Test Day*	Test Day*	Test Day
Monday (Oct 5)	Tuesday (Oct 6)	Wednesday (Oct 7)	Thursday (Oct 8)	Friday (Oct 9)
Test Day	Test Day	Test Day	Test Day	Make-up Test Day
Monday (Oct 12)	Tuesday (Oct 13)	Wednesday (Oct 14)	Thursday (Oct 15)	Friday (Oct 16)
Test Day	Test Day	Test Day	Make-up Test Day	De-Installation Day

Test Days will consist of three sessions:

Session 1 - 8:00 AM – 10:45 AM

Session 2 - 10:45 AM – 1:30 PM

Session 3 - 2:00 PM – 4:45 PM

[‡] VIP day will be a virtual event, scheduled after the Rally.

* Human Factors changes are only allowed on these days.

Testing Modifications

- To execute the 2020 Rally, we have greatly adapted the test design to protect staff and visitors.
 - This includes a number of modifications to the MdTF and updating our test processes.
- All persons visiting the MdTF, including staff, will be required to complete a screening questionnaire and temperature screening.
 - Should an individual not successfully complete the questionnaire or temperature screening, the individual will not be allowed into the facility.
- During the test, volunteers will be spaced out to accommodate social distancing and will be required to wear masks throughout most of the test.
 - Volunteers will be guided to each station **two** times. The first time volunteers interact with your system, they will **not** wear a mask. For the second interaction, volunteers **will** wear a mask.
 - This will enable us to quantify the state of the technology in the COVID environment, and also enables you to receive masked data to better inform your system.

System Installation

- **We have a single day allocated for system installation at the MdTF.**
 - You will be allowed a maximum of 2 personnel at a time to install your system.
- **The MdTF will be open from 8:00 AM – 5:00 PM on **Installation Day**.**
- **All Acquisition System Providers are required to bring any tools/materials needed to install their systems. To maintain fairness for all systems, the MdTF will not be able to provide tools to use during installation.**
 - Providers may not mount or hang anything from MdTF infrastructure, including the ceiling grid or movable walls at their assigned station.
 - All provider hardware, support structures, signage, or other materials required for system operation shall be setup in such a way that no damage to MdTF infrastructure can occur.
 - Use of permanent/semi-permanent marking or mounting materials such as paints, tapes, and/or glues is prohibited.
- **Once your system is installed, notify an MdTF staff member and we will perform the necessary software and safety checks.**
 - Staff will direct you to place any shipment boxes in a storage area of the facility afterwards.
 - Providers shall be responsible for clearing all trash/refuse from their assigned station prior to departing the facility.
- **All visitors at the MdTF, including staff, are required to wear the appropriate PPE (face masks). Failure to adhere to this policy may result in being asked to leave the facility. Masks will not be provided.**

Test Day Processes

Laura Rabbitt

System Monitoring – Hotel Conference Room & Accommodations

- You will be able to monitor your system in a conference room at the Residence Inn by Marriott Largo Capital Beltway using a pre-configured iPad that MdTF staff will provide. One iPad will be provided per system.
 - Address: 1330 Caraway Court, Largo, MD 20774
 - Coffee and water will be provided in the conference room during the day.
 - As per CDC and State COVID guidelines, face masks shall be worn while inside all buildings. Failure to adhere to this policy may result in being asked to leave the conference room. Masks will not be provided.
- There is a group-rate available at this hotel:
 - \$149 / night per week.
 - \$139 / night per the entire duration of the Rally.
 - Please contact LaVonne Snowden directly via phone (301-925-7806) or email (lsnowden@thmc.biz).
- On test days, you must complete the screening at the MdTF before you enter the hotel conference room.
 - Without a badge, you will be refused entrance to the conference room and will not be provided an iPad to monitor your system.
 - Badges and iPads shall be returned to MdTF staff at the end of each test day. If adjustments or repairs need to be made to your system at the end of the day, badges should be retained for turn-in at the MdTF following completion of all approved maintenance. Otherwise, return your badge to the MdTF staff at the hotel.

System Monitoring – Tablet Usage

- **On test days, you will be able to view transactions that occur at your system using one of our iPads.**
 - There will be a video of each transaction so you can see how volunteers interact with your system.
- **These iPads will be available only at the hotel conference room and must be returned at the end of day.**
 - Staff will also be available to assist you if you encounter any issues with the iPads.
- **Staff will announce which stations will be active during each test session so you know when to actively monitor your iPad.**
- **iPads are pre-assigned to the station monitoring app and cannot access any other applications.**

Incident Reporting

- You will be able to perform maintenance on your system during the collection event.
- Two types of maintenance will be allowed:
 - Human factors changes – During the **first two days of collection**, we will allow two modifications to your system that will improve the usability of your system (i.e., signage changes, changes to instructions, etc.).
 - Operational maintenance – If your system goes down, you will be able to perform the necessary maintenance to restore your system. Additionally, we are allowing system providers to pull logs at the end of each day. Please ensure the information your system is storing is within the terms of the CRADA.
- To complete any maintenance, you will need to fill out an incident form.
- The incident form is available online by scanning a QR code MdTF staff will provide, and can be completed and submitted electronically.

Incident Reporting Form

- The MdTF staff will be able to provide you a QR code to access the Incident Report Form should you need it during the test. You will access this form using your own device, not on the iPad.

0% ————— 100%



Company Name:

When did the incident occur?

If you are reporting an incident that occurred on a previous test day, please select the appropriate date (not the day it was reported).

0% ————— 100%



What type of resolution is required?

Human Factor Change

Operational Maintenance/Debugging

Log Pull

Other (what type):

← Back

→ Next

0% ————— 100%



Please list all associated TransactionIDs (one ID per line)

Please provide a detailed description of the incident:

← Back

→ Next

System Maintenance

- **Before each test day, you will be able to perform *general* maintenance (e.g., system reboot) on your system. You may enter the MdTF beginning at 7:15 AM.**
 - You will have until 8:10 AM to perform this maintenance during test days. Providers must ensure they are prepared to vacate their station no later than 8:10 AM in order to avoid any impact to the testing schedule.
- **You will be able to pull logs and perform maintenance that is listed on your Incident Report form from your system at the end of each test day from 4:45 PM – 5:30 PM.**
- **All maintenance must be completed when NO volunteers are in the test bay. Depending on how early the first session of each day ends, there may not be time between the first and second sessions. There is limited time between the second and third sessions (30-minutes).**
 - We recommend you consider not only the time the maintenance may take, but also the time it will take to get from the hotel (factor in at least 5-minutes to walk from the hotel to the MdTF).

End of Rally Processes

System De-Installation

- **System de-installation is scheduled to occur on Friday, October 16, 2020.**
 - If the make-up test day on Thursday, October 15th is not needed, system de-installation will begin this day instead.
- **The MdTF will be open from 8:00 AM – 5:00 PM on De-Installation Day(s).**
- **You are responsible for the shipment of your equipment from the MdTF, including any packaging for your system.**
- **All equipment must be removed from the MdTF by 5:00 PM, Friday October 16, 2020.**

Data Transfer

- **DHS will provide the data collected by your system back to you, per the CRADA.**
 - There will be a data validation period after the conclusion of the Rally.
- **You are responsible for providing the storage media on which the data will be delivered.**
 - You are required to provide a FIPS 140-2 encrypted device with a U.S. based POC and shipping address.
 - Upon receipt of the data, you are required to provide an email acknowledgement to:
peoplescreening@hq.dhs.gov

Summary

- **You must complete a COVID screening at the MdTF each day of the Rally.**
 - Failure to pass the screening will result in denied entry into the MdTF and hotel conference room.
- **System monitoring iPads will only be available in the Residence Inn hotel conference room on test days.**
 - You must complete your COVID screening at the MdTF prior to entering the hotel conference room.
- **To perform any changes, maintenance, or pull logs from your system, you must fill out an Incident Report Form before arriving to the MdTF.**
 - We cannot guarantee there will be time in between sessions 1 and 2. There will be limited time between sessions 2 and 3. Please factor in travel time from the hotel to the MdTF.
- **Please make sure you bring all necessary tools and shipping equipment you will need for your system during the Rally.**
- **Review the table below to ensure you know when you may come to the MdTF during the Rally.**

Event Date	MdTF Operating Hours
Installation Day Sept. 28, 2020	8:00 AM – 5:00 PM
Test Days Sept. 30 – Oct. 2, 2020 Oct. 5 – 8, 2020 Oct. 12 – 14, 2020	7:15 AM – 8:10 AM (<i>General maintenance only</i>) <i>Time in between sessions will be limited and is not guaranteed!</i> 4:45 PM – 5:30 PM (<i>Pull logs and perform maintenance</i>)
De-Installation Day(s) Oct. 15/16, 2020	8:00 AM – 5:00 PM