Coronavirus/COVID-19

General information and notes on DESY’s handling of the corona virus

People from risk zones / preventive measures

Persons who have stayed in the risk areas specified by the Robert Koch Institute (www.rki.de) in the past 14 days or have had contact with a person with a confirmed infection with the corona virus are not allowed to enter the campus.

Only after a 14-day quarantine or after a negative medical test result can symptom-free persons enter the campus. This applies to DESY employees, service providers and guests. The salary continues to be paid during this time for DESY employees. Employees of other employers on the campus must clarify this with their employer. Please inform the persons invited by you about this measure, e.g. as the organiser of an event.

If you have any questions, please contact health.service@desy.de

People with infection symptoms

If you have complaints typical of an infection with the coronavirus/COVID-19 (see information from the Robert Koch Institute), you should NOT return to your workplace until the quickest possible clarification and, if necessary, work from home. The DESY continued salary payment also applies here.

Please call in sick as usual in the group so that a sick absence message is triggered.

If you have problems receiving a doctor's appointment to have a necessary certificate of incapacity to work issued in time as proof of your illness, or if you are worried about getting infected during a visit to the doctor's office, please contact health.service@desy.de to clarify the further procedure.

Reduced operating mode at DESY

Since 16 March 2020, DESY has gradually switched to a reduced operating mode. This serves to further reduce the risk of infection on the campuses and also as a reaction to the considerable restrictions in public life, especially in connection with the closure of schools and day-care centres. We currently assume that this mode will continue at least until after Easter and will closely monitor further developments during this period.

Within the framework of this Reduced Operating Mode, we will be in a better position to respond to the challenges posed by possible cases of infection or suspicion. At the same time, we will be able to prepare ourselves for possible changes in conditions, both in terms of at least medium-term improvement and a further worsening of the situation, and if necessary decide on further measures at short notice.

The reduced operating mode includes in particular the following additional measures:

a) Identifying and securing research activities that may contribute to solving the current pandemic situation

b) The cessation of user operations on our infrastructures, which was already
Communicated on Friday, 13 March

- The controlled shutdown of the infrastructures PETRA III, FLASH, European XFEL and PITZ as well as the DESY test beam by Friday 20 March at the latest while maintaining cryogenics
- The division of the employees still working on the campus into as small sub-groups as possible and the reduction of contacts between these groups to further reduce the risk of infection
- The further organisation of the DESY core team for emergency operation, if necessary also for longer periods, on the basis of the personnel lists already queried

The aim is to have reached the reduced operating mode by 23 March at the latest.

### Public events

Public evening lectures, the Science Café and DESY guided tours are cancelled until further notice. For the time being, the student labs do not offer any events. The DESY DAY 2020 must also fail. Further cancellations will be communicated.

### Internal events, meetings

Internal events and meetings are to be reviewed for their necessity. Events for more than 100 people will not be held initially up to and including 15 April 2020.

We generally recommend the use of telephone and video conference tools for workshops and meetings. For internal events and meetings of 10 persons or more, lists of participants (with e-mail address) should be kept.

### Adaptation of working time arrangements

In a joint declaration of the Directorate and the works councils in Hamburg and Zeuthen of 12 March 2020, the DESY working time regulations are adjusted until further notice in order to enable the employees and superiors to handle working times as flexibly as possible.

This is also intended as a reaction to the school and kita closures. Please avoid bringing your children to the campus.

The explanation can be found under: [www.desy.de/coronavirus/internal/index_eng.html](http://www.desy.de/coronavirus/internal/index_eng.html)

### Home Office

As a basic principle, the possibility of a home office should be used wherever possible and in consultation with superiors to reduce the risk of infection.

### Hygiene rules

We ask all employees and campus users to continue to carefully observe the general rules of hygiene (keep your distance, hand hygiene, avoid smear infections on your
We follow the recommendations of the leading virologists and the Robert Koch Institute (RKI) in our procedures at DESY. This includes that the provision of additional possibilities for hand disinfection is not useful or necessary. Additional instructions for proper hand washing have been posted.

**Travel / Business trips**

In support of global efforts to reduce the risk of infection, we ask that the need for business travel be critically reviewed.

We strongly recommend that you refrain from any travel to the risk areas defined by the RKI for the time being. Business trips to these areas are prohibited.

**Canteen and cafeteria**

We ask all users of the canteens in Hamburg and Zeuthen to make greater use of the off-peak times of the lunchtime opening. In Hamburg, lunchtime will initially be extended to 2.30 p.m. until 15 April 2020.

Make sure that there is sufficient space, especially in the entrance area of the Hamburg canteen. On the ground floor of the canteen building in Hamburg there is a 24/7 food vending machine which also serves lunch. With effect from 16 March 2020, further measures to reduce the risk of infection in the canteen will be taken in consultation with the company doctor and V1.

**Taskforce Corona**

The Board of Directors is closely following the events in consultation with the company physician Dr. Bünz and will adjust recommendations on a daily basis if necessary. A task force Corona, composed of experts from the relevant areas at DESY, currently meets several times a week to be able to react quickly at any time. Members of the task force are also in close contact with the local authorities in Hamburg and Brandenburg.

**Contact addresses at DESY**

**Central e-mail address:** health.service@desy.de

For all questions about handling the coronavirus/COVID-19 at DESY. Questions sent to this address will be processed by a DESY team on weekdays from 8 a.m. to 6 p.m.

**Contact for confidential individual cases:**

Personnel department: personal.abteilung@desy.de

Company doctor: betriebsarzt@desy.de or -2171
Current information and recommendations at DESY:
www.desy.de/coronavirus/index_eng.html and
www.desy.de/coronavirus/internal/index_eng.html

Current information on the situation in Germany and the definition of risk areas:
www.rki.de

Hotlines of the health authorities:
Hamburg: (040) 428 284 000 (daily from 7 am to 7 pm)
Berlin: (030) 9028-2828 (daily from 8 to 20 o'clock)
Brandenburg: (0331) 8683-777 (Mondays to Fridays from 9 to 15 o'clock)
Medical on-call service: 116 117

Risk areas according to Robert Koch Institute (status from 25.03.20)

- Austria: Federal State of Tyrol
- Egypt
- France: Grand Est region (includes Alsace, Lorraine and Champagne-Ardenne)
- Iran
- Italy
- South Korea: Daegue and Gyeongsangbuk-do Province (North Gyeongsang)
- Spain: Regions Madrid, Navarra, La Rioja and Pais Vasco
- Switzerland: Cantons Tessin, Waadt and Geneva
- In USA: States of California, Washington and New York
- Area particularly affected in Germany: Heinsberg district (NRW)

Update under:
www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html