DESY Guidelines for the gradual transition from the current Reduced Operation Mode to a future Safe Normal Operation (DESY Guidelines Corona Virus/COVID-19)

General safety rules at DESY for handling the corona virus
Valid from 2 June 2020

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Up-to-date Information

The respective current information and recommendations at DESY:
www.desy.de/coronavirus and www.desy.de/coronavirus/intern

Current information on the situation in Germany:
www.rki.de

Hotlines of the health authorities:
Hamburg: (040) 428 284 000 (daily from 7 am to 7 pm)
Brandenburg: (0331) 8683-777 (Monday to Friday from 9 am to 3 pm)
Medical on-call service: 116 117

General Hygiene Rules

All employees and campus users are asked to continue to carefully observe the general rules of hygiene.

Our recommendations at DESY are based on the latest scientific findings on virus transmission and infections. Since the data situation is constantly expanding, short-term adjustments and changes are possible.

The following basic rules apply:

- Basically, a minimum distance of 1.5 - 2 m must be observed; if this distance is not reached, masks must be worn (see below for details).
- It is recommended to pay attention to well-ventilated rooms, especially during meetings. Common stay in closed rooms should be kept as short as possible. Employees are encouraged to hold meetings outdoors. For this purpose, the outdoor furniture will be extended at both DESY sites.
- Hand hygiene and general cleanliness are to be ensured. Disinfection of surfaces and tools should be applied with a reasonable amount of care (see below for details).
- Employees with typical COVID symptoms are not allowed to enter the premises (for details see recommendations of the Robert Koch Institute (RKI)).

Distance Rule at DESY and Use of Protective Masks
(Mouth/Nose Protection, FFP2 and FFP3 Masks)

Please continue to follow the steps below to protect all employees.

1. As the highest rule, a distance of at least 1.5 m, preferably 2 m, must always be maintained between two employees on campus.

2. If the physical distance cannot be guaranteed - e. g. in a cramped office, during joint transport, when working in a cramped experimental hut - organizational or technical possibilities must first be examined, e. g., alternative office use, work at different times, use of shielding, etc.
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3. For essential work in the vicinity of less than 1.5 m and below a duration of 15 minutes, simple mouth/nose protection, i.e. so-called surgical masks or (self-sewn) so-called community masks, must be worn.

4. For essential work in the vicinity of less than 1.5 m for a period of 15 minutes or longer, FFP2 masks must be worn.

5. The decision on essential work is made by the respective group leader. Individual questions can be answered by D5 or the DESY Medical Service.

6. The protective masks are kept centrally at V4: Simple mouth/nose protection masks (surgical masks) and FFP2 masks are now issued in the central warehouse via "Lagerabrufschein". The decision on the use of FFP3 masks is made by the deputy division leaders. FFP3 masks will continue to be released only against the signature of the division leaders. Protective masks are not issued in reserve.

7. Protective masks are only to be used by one person (labelling necessary).

8. The instructions for using protective masks at DESY (see appendix) must be observed.

The DESY Medical Service offers voluntary occupational health advice on the wearing of protective masks, even in special cases, such as previous illnesses (e.g. asthma) or in connection with clean room operation.

Adjustments to Working Time Arrangements

In a joint declaration of the Directorate and the Works Councils in Hamburg and Zeuthen on the COVID-19 corona virus, the DESY working time regulations were adjusted until further notice in order to enable employees and superiors to handle working times as flexibly as possible.

This is also intended as a reaction to the school and daycare closures.

The declaration can be found at: www.desy.de/coronavirus/intern/

At Work Equipment/Tools (e.g., Keyboard and PC Mouse)

Tools should be used by one person only if possible. Where this is not possible, suitable gloves must be worn. Where gloves are prohibited (e.g. on rotating parts such as drills) or unsuitable, tools must be disinfected with suitable means. Questions on this are answered by D5 or the DESY Medical Service if necessary.

Canteen and Cafeteria

The restart of restaurant operations in the Hamburg canteen will take place on 8 June 2020. The canteen operator is obliged to the Hamburg authorities to collect the contact details of all guests and to keep them available for a period of four weeks. This serves exclusively to trace the chains of infection in the event that an infected person is
present in the canteen. In coordination with the Works Council and the canteen operator, the DACHS card system shall be used for collecting the contact data. All guests of the canteen and/or cafeteria must register each time they enter the building from 8 June 2020; the contact data will be stored for four weeks. In exceptional cases, a paper version will be provided for collecting the contact data. An urn is available for collecting the paper versions.

DACHS cards can be obtained from Tuesday, 2 June 2020, from V1 in building 6, room 110 (Mon-Thu. 07:30-16:00, Fri. 07:30-14:00) You will need
- a valid identification document (Personalausweis/ID card, passport) and
- a digital photograph taken in building 6 as part of the DACHS card process.

These regulations also apply to external persons such as guest researchers, staff from external companies and retired persons.

Please use the entire opening hours of the canteen from 11:00 to 14:00 (in Zeuthen 11:30 to 13:30) for your lunch to avoid waiting times. There will still be the possibility to buy lunch “to go”.

The outdoor area in front of the canteen in Hamburg is a so-called hot spot, where, as in the canteen itself (except in the restaurant area), a simple mouth/nose protection or a community mask must be worn and sufficient distance must be maintained.

Make sure there is sufficient distance of 1.5 to 2 m in the entire canteen area, 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 provides lunchtime meals.

Community Masks or Mouth/Nose Protection for Hot Spots

In shops and public transport, the wearing of a simple mouth/nose protection is prescribed nationwide, which is intended to protect other people from droplet infections caused by the mask wearers.

In accordance with the regulations of the Federal Ministry of Labour and Social Affairs, simple mouth/nose protection must also be worn at DESY if there are doubts about adherence to the minimum distance in certain places, so-called hot spots, or if there are more extensive rules (see canteen).

The Corona Taskforce decides on the identification of hot spots.

Contact Addresses at DESY

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

For all questions about handling the Coronavirus/COVID-19 at DESY. Questions to this address will be answered by a DESY team on weekdays from 8 am to 6 pm

Contact for confidential individual cases:
Personnel Department: personal.abteilung@desy.de
DESY Medical Service: betriebsarzt@desy.de or -2171
External Companies

Work operations of external companies on the DESY premises (Hamburg/Zeuthen) are still permitted. The same protective measures apply as for DESY employees. The companies will be informed about the measures to be carried out when the work is commissioned. Violations can result in a house ban by V1.

First Aid

First aid must still be given until the rescue service arrives. At present, special attention must be paid to hygiene measures.

In addition to the disposable gloves contained in the first aid kits, simple mouth/nose protection is currently to be worn by both the first aider and the accident/illness victim. A small supply of mouth/nose protection masks is kept in all first aid kits.

Breathing (mouth-to-mouth or mouth-to-nose resuscitation) is not mandatory for untrained persons without appropriate aids. It is important that cardiac pressure massage is performed.

After the assistance, the hands must be properly cleaned or disinfected.

Food

Food - with the exception of hot drinks - must not be stored in open storage or shared unpackaged. The use of water dispensers is still possible if the regulations are observed.

Home Office

The standard still applies that in order to reduce the risk of infection, the possibility of home office should be used wherever possible and in consultation with superiors. Of course, this applies in particular to employees with care responsibilities or with previous illnesses or with family members living in the household who are part of the risk groups.

Hostel

The use of the DESY hostel for the officially required self-isolation after an arrival from abroad is not permitted.

V1 must decide on any other use of the hostel in each individual case, enquiries to hostel@desy.de (for Hamburg) and hostel.zeuthen@desy.de

Internal Events and Meetings

We generally recommend the use of telephone and video conferencing tools for workshops and meetings. For internal events and meetings of ten or more people, participant
lists (with e-mail address) should be kept. Events with more than 30 persons will not be held. The rules of distance must be observed.

**Interviews and Recruitment Procedures**

Applicants may be invited to the site for interviews. The committee decides whether the interview is to be held in person or via video conference.

Test procedures for applicants for apprenticeships can take place on the site when the schools are open again.

In all cases, please ensure that there are sufficiently large rooms in which the rules of distance can be observed.

**People with Infection Symptoms**

In case of symptoms such as fever or dry cough, which are typical for an infection with the corona virus/COVID-19 (see information from the Robert Koch Institute), persons should NOT return to their workplace until the quickest possible clarification and should work from home if necessary. In these cases, the DESY salary continuation applies.

Please call in sick as usual in the group so that an absence message due to illness is triggered.

If you have problems receiving a doctor's appointment to have a required 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, please contact health.service@desy.de to clarify the further procedure.

**Preventive measures / Return from abroad**

Persons who have had contact with a person with a confirmed infection with the corona virus or have arrived from abroad in the last 14 days are not allowed to enter the DESY premises in Hamburg or Zeuthen. They are requested to contact the local health authority.

Only after a 14-day self-isolation, symptom-free persons can enter the campus. This applies to DESY employees, service providers/external companies and guests. For DESY employees, the salary will continue to be paid during this time. Employees of other employers on the campus must clarify this with their employer. As the organizer of an meeting with third parties, please also inform the persons invited by you about this measure if necessary.

The regulation for arrivals from abroad no longer applies in Hamburg for entry or return journeys from the European Union as well as Iceland, Liechtenstein, Norway, Switzerland, Great Britain and Northern Ireland.

For persons who entered Hamburg from EU or Schengen states before 19 May 2020 and who are currently in domestic quarantine, this regulation no longer applies with the revised legal regulation coming into force, provided that they do not have any symptoms of disease or have not entered Hamburg from a state which, according to the publication of
the RKI, had a newly-infected rate of more than 50 cases per 100,000 inhabitants in the last seven days at the time of entry.

In Brandenburg, on the other hand, all entries from abroad (including the EU) are record-ed. The quarantine regulation basically applies to all persons who have been abroad for at least 48 hours.

Since the regulations can differ in the federal states, we ask you to inform yourself about the rules that apply to you.

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

Public Events

Public evening lectures, the Science Café and DESY guided tours are cancelled until further notice. For the time being, the student labs will not offer any events. The DESY DAY 2020 has to be cancelled as well. The DESY Summer Party on 24 September 2020 will be postponed by about one year.

Rooms (Offices, Labs, Workshops, etc.): Minimum Distance and Number of Persons

Until further notice, rooms at DESY should only be used by one person in principle. Where this cannot be organized by, e. g., staggered working hours, multiple occupancy can be decided by the group leaders in rooms of 20 square metres and larger if it is en-sured that the distance between the persons is at least 2 m at all times. In case of doubt, D5 or the DESY Medical Service will decide.

If the safety distance is undercut, e. g., due to a minimum presence of two persons for safety reasons, the rules on the obligation to wear masks apply.

Rooms must be adequately ventilated.

Signs have been placed in the entrance area of the seminar rooms to inform about the maximum number of people who may be in the room at the same time. This maximum number is based on the respective size of the seminar room.

Spaces Open to the Public

Areas open to the public (e. g., canteen, International Office) are provided with transpar-ent barriers if the minimum distance cannot be maintained.

Steps to be Taken in Case of a Positive Corona Test

DESY requests all employees and campus users to inform immediately if a corona infec-tion has been confirmed by a doctor. In this case, DESY needs a list of (professional) contact persons from the affected persons.

So-called first-degree contact persons are not allowed to enter the DESY premises for 14 days and should be placed in domestic quarantine.
The question who exactly belongs to this group of persons must be determined by the DESY Medical Service in each individual case. In doing so, DESY complies with the Infection Protection Act and the practice of the public health system. (Guideline: A total of 15 minutes of simultaneous presence in a closed room if the minimum distance of 1.5 m is not exceeded.)

Orders of the public health department (possibly also subsequently) naturally take precedence over the DESY regulations.

**Taskforce Corona**

The Board of Directors is following events closely and in consultation with Dr. Bünz, the DESY Medical Officer, and the D5 staff unit, and will adjust recommendations on a daily basis if necessary. The Corona Taskforce, 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 taskforce are also in close contact with the local authorities in Hamburg and Brandenburg.

**Tea Kitchens/Printer Rooms/Elevators**

Tea kitchens at DESY are usually smaller than 20 square metres and can therefore only be used by one person at a time. The same applies to printer rooms and elevators.

**Travel/Business Trips**

When travelling, we recommend that you observe the regulations and recommendations of the federal government and the respective federal states. Until 14 June 2020, a worldwide travel warning will continue to apply for travel abroad. Essential business trips within Germany and the European Union as well as Iceland, Liechtenstein, Norway, Switzerland, Great Britain and Northern Ireland can be carried out with the approval of the divisional management and – as far as possible – in compliance with the applicable hygiene and distance regulations.

In advance it must be checked whether additional documents are to be carried along (e. g. order confirmation or separate entry documents) and whether there are any restrictions in the destination country.

On the return journey, the applicable quarantine regulations must be observed.

The use of alternative means of participation (web meetings etc.) is to be preferred.

**Vehicle Use**

Since the minimum distance cannot be maintained in passenger cars, DESY cars may currently only be used by one person at a time. Larger service vehicles such as minibuses can be used by several people, if required, provided that a simple mouth/nose protection is worn.
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The use of the same vehicle by several people one after the other should be avoided as far as possible, if necessary hand hygiene facilities should be provided. DESY Car Pool vehicles are cleaned once a day by V1.

The DESY driving service can only be used if the driver uses a FFP2 protective mask.
Appendix: Protective Masks

Mouth/nose protection masks, i. e. so-called surgical masks

Simple mouth/nose protection masks – also called surgical masks – prevent people from contaminating their surroundings with exhaled droplets. They do not provide sufficient virus protection for the wearers themselves. All persons involved in work with a distance of less than 1.5 m for less than 15 minutes must wear such masks or community masks.

Since mouth/nose protection masks do not fit tightly, it is relatively easy to breathe with them.

- The masks are intended for short-term use for up to 15 minutes.
- Put the mask on so that mouth and nose are covered (see picture).
- The mouth/nose protection is soaked through with the duration of the wearing period; it should then be removed.
- When taking it off, if possible do not touch the fabric surfaces (inside and outside) – only touch the straps and pull them away from the face.
- Avoid contact of the inner surfaces with the face.
- Immediately dispose of the masks directly into a closed waste bin (do not put them away anywhere).
- Use these masks only once.

The DESY Medical Service offers voluntary occupational health advice on the wearing of protective masks, even in special cases, such as previous illnesses (e. g. asthma) or in connection with clean room operation.
Community Masks

"Community masks" are masks in the broadest sense, which are sewn (e.g. in self-production based on instructions from the internet) from commercially available materials and are worn in everyday life.

They may not be placed on the market as medical devices or as personal protective equipment.

As items of clothing, these masks can help to reduce the speed of the respiratory flow or droplet ejection, e.g. when coughing, and visibly support the awareness of "social distancing" as well as the health-related attentive treatment of others.

All participants must wear such community masks or simple mouth/nose protection masks when working at a distance of less than 1.5 m for less than 15 minutes.

- The masks are intended for short-term use for up to 15 minutes.
- Put the mask on so that mouth and nose are covered (see picture).
- When putting on a mask, make sure that the inside is not contaminated.
- A soaked mask should be removed immediately and replaced if necessary.
- The outside of the used mask is potentially contaminated with pathogens. To prevent contamination of the hands, do not touch them.
- After removing the mask, hands should be washed thoroughly in accordance with general hygiene rules.
- The masks should dry out completely after use and can then be reused. When dirty, fabric masks can be washed at min. 60 °C.

The DESY Medical Service offers voluntary occupational health advice on the wearing of protective masks, even in special cases, such as previous illnesses (e.g. asthma) or in connection with clean room operation.
**FFP2/3 Masks**

Tight-fitting FFP masks protect the wearer(s) against viruses.

These respirators reliably filter even the smallest particles and droplets from the air. The masks have a slightly increased breathing resistance. Masks with an exhaust valve offer greater wearing comfort. All those involved in work lasting 15 minutes or longer and less than 1.5 m away must wear such FFP masks.

![Image of a person wearing a FFP2/3 mask](https://www.youtube.com/watch?v=1511MQ7HYVs)

Source: Moldex

The use of FFP masks is explained in the following videos (no advertisement for the companies involved):

[YouTube Channel MoldexEurope](https://www.youtube.com/watch?v=1511MQ7HYVs)

- The FFP2/3 masks are intended for longer-term use.
- Place the mask so that the mouth and nose are covered (see picture); press the mask firmly against the face.
- When taking the mask off, try not to touch the fabric surfaces (inside and outside) – only touch the straps to keep the mask away from the face and then pull it over the head.
- Avoid contact of the inner surfaces with the face.
- The masks can be reused after work if they are not contaminated or dirty (see note on next page).
- Otherwise, dispose of the masks directly in a closed waste bin (do not place them anywhere).
Reuse of FFP masks (recommendation of the RKI):

- The FFP2/3 masks, if they are not dirty and contaminated, can only be used again by the same person (identify by name).
- After removing the mask, keep it dry in the air (not in closed containers!) and store it to avoid contamination of the inside of the mask.
- The mask should be removed in such a way that contamination of the mask (especially the inside) or of the face is prevented (touch only the straps and keep them well away from the face).
- Place the masks where they are not accessible to others.
- Do not clean or disinfect used FFP masks with disinfectant, as this may affect the functionality of the mask.
- Avoid touching the inside of the filter fleece when putting on the mask again.
- Disinfect the location where the mask was temporarily stored immediately after removing the mask.

If required, follow the manufacturer's instructions.

The DESY Medical Service offers voluntary occupational health advice on the wearing of protective masks, even in special cases, such as previous illnesses (e. g. asthma) or in connection with clean room operation.