

# DESY Guidelines Corona Virus/COVID-19



General safety rules at DESY for handling the corona virus

Valid from 11 January 2021

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## 1. Up-to-date Information

The respective current information and recommendations at DESY can be found at:

[www.desy.de/coronavirus](http://www.desy.de/coronavirus) and [www.desy.de/coronavirus/internal/index\\_eng.html](http://www.desy.de/coronavirus/internal/index_eng.html)

Current information on the situation in Germany:

[www.rki.de](http://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

## 2. General Hygiene and Ventilation Rules and reference to the general obligation to wear a mouth-nose cover in closed rooms

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:

- In principle, a spatial distance of at least 1.5 m, preferably 2 m, must be maintained.
- In principle, all offices are to be used by one person only until further notice. Any simultaneous stay, even for a short period of time, of several persons in an office and similar rooms is to be avoided. The joint use of seminar rooms is still permitted, provided that the rules already communicated (see below) are observed.
- According to the official regulations, a mask obligation also applies in closed rooms at DESY with the proviso that the mouth and nose masks may be taken off if a permanent standing or sitting position is taken and a minimum distance of 1.5 metres to other persons is maintained; further legal requirements from the area of occupational safety must be taken into account.
- In view of the aerosol risk, the best possible ventilation of the rooms must be ensured. In principle, a shock ventilation of at least 5 minutes should be carried out at least once per hour. Deviating from this, special regulations for the individual seminar rooms can be made after prior inspection by D5 and announced by notices in front of the rooms. In central seminar rooms in Hamburg, CO<sub>2</sub> measuring devices are installed for better monitoring of the ventilation, further devices are available for loan from D5. In Zeuthen, monitors are installed in seminar rooms and corridors, further devices can be borrowed from the head office.
- In general, the common stay in closed rooms should not be longer than necessary.
- Employees are encouraged to continue holding meetings outdoors, weather permitting. For this purpose, the outdoor furniture was expanded at both locations.
- Attention must be paid to hand hygiene and general cleanliness. Disinfection of surfaces and tools should be applied with a sense of proportion (for details, see "7. At Work Equipment/Tools").

### 3. Distance Rule at DESY and Use of Protective Masks (FFP2/3) if the distance falls below the minimum distance

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. during joint transport, when working in a cramped experimental hut – organizational or technical possibilities must first be examined, e. g., work at different times, use of shielding, etc.
3. For essential work in the vicinity of less than 1.5 m and below a duration of 15 minutes, simple mouth/nose protection must be worn – outside closed rooms, too.
4. For essential work in the vicinity of less than 1.5 m for a period of 15 minutes or longer, FFP2 masks without a valve must be worn.
5. In exceptional cases, FFP2 masks with a valve may be used in tunnel systems in agreement with the supervisor. It must be ensured that all persons in the vicinity of less than 1.5 m wear at least one FFP2 mask.
6. The decision on essential work and the wearing of masks with or without a valve is made by the respective group leader. Individual questions can be answered by D5 or the DESY Medical Service.
7. Employees may be issued FFP2 masks without a valve and wear them on campus in consultation with their supervisors in the case of a special individual safety need.
8. All protection masks are issued in the central warehouse via "Lagerabrufschein". Alternatively, they can be ordered via e.biss. All protective masks are not issued in reserve.
9. Protective masks are only to be used by one person (labelling necessary).
10. The instructions for using protective masks at DESY (see Appendix I) 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), psychological stress or in connection with clean room operation.

### 4. App of the RKI (Corona Warning App)

The installation of the Corona Warning App on DESY mobile phones is recommended.

### 5. 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. Alternatively, tools can be cleaned with suitable means such as household cleaners. Questions on this are answered by D5 or the DESY Medical Service if necessary.

### 6. 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 possible school and daycare closures.

The declaration can be found at: [www.desy.de/coronavirus/internal/index\\_eng.html](http://www.desy.de/coronavirus/internal/index_eng.html)

## 7. Access to the DESY campus in case of a positive corona test or typical symptoms or after staying in foreign risk areas

The access rules apply to DESY employees, service providers and guests. The access rules supplement the applicable official regulations on the employer side. As the organizer of a meeting with third parties, please also inform the persons you have invited about this measure if necessary.

If entering the DESY locations is not permitted due to the following access rules, the following regulations on continued salary payment apply:

For DESY employees, the salary continues to be paid during this time, provided the prohibited access is not caused by the employee. The salary also continues to be paid if, after consultation with the supervisor, home office is possible (also see "23. Vacation"). Employees of other employers on campus must clarify this with their employer.

### 7.1. Overview: Rules in case of a positive Corona test or typical symptoms

Criteria	Access ban to campus	Duration of access ban	Further measures
<b>Person tested positive for Covid-19</b>	Yes	According to official public regulation	<ul style="list-style-type: none"> <li>- Information to the supervisor and <a href="mailto:health.service@desy.de">health.service@desy.de</a> required</li> <li>- Quarantine certificate must be submitted to the personnel department</li> <li>- If there are symptoms of illness, a notification of absence (sick) must be made via the GO-Portal</li> <li>- In the case of a symptom-free course, work should be carried out in the home office, if this is possible</li> </ul>
<b>1st degree contact person<sup>1</sup> of person tested positive (e. g., members of the same household, meetings longer than 15 min without MNP or without distance or longer common stay in a poorly ventilated room)</b>	Yes	Immediate self-isolation until a possible order by the responsible health authority	<ul style="list-style-type: none"> <li>- Information to the supervisor and <a href="mailto:health.service@desy.de">health.service@desy.de</a> required</li> <li>- The person is strongly advised to go into self-isolation<sup>2</sup> and be tested</li> <li>- If possible, work should be done in the home office until the person returns to campus</li> <li>- Quarantine certificate must be submitted to the personnel department</li> </ul>
<b>2nd degree contact person<sup>1</sup> of person tested positive (e. g., common stay in room under 15 min)</b>	No		<ul style="list-style-type: none"> <li>- If possible, 5 days should be worked in the home office</li> </ul>

<sup>1</sup> [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Kontaktperson/Management.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html) (only in German)

<sup>2</sup> Extensive contact reduction, if applicable also officially ordered domestic isolation.

and no evidence of aerosol transfer)			
<b>1st degree contact person<sup>1</sup> of person waiting for test result (e. g., family members in the same household)</b>	Yes	Immediate self-isolation if there are no symptoms and the contact person has a negative test result, return to work; In case of a positive test result, self-isolation until ordered by the responsible health authority	- Information to the supervisor and <a href="mailto:health.service@desy.de">health.service@desy.de</a> required - If possible, work should be done in the home office until the person returns to campus - Quarantine certificate must be submitted to the personnel department
<b>2nd degree contact person<sup>1</sup> of person waiting for test result</b>	No	-	-
<b>Symptoms such as fever or dry cough, which are typical for an infection with the coronavirus/COVID-19</b>	Yes	Until the symptoms have disappeared	- Information to supervisor required (sick note if necessary). - If possible, work should be done in the home office until the person returns to campus
<b>Members of the same household with symptoms such as fever or dry cough, which are typical for an infection with the coronavirus/COVID-19, but no symptoms yourself</b>	No	-	-

7.2 Overview: Rules after staying in foreign risk areas (see Appendix III for an example)

The access rules supplement the applicable official regulations on the employer side. Please also observe the **digital** reporting obligation to the public health department.

If possible, risk-relevant behavior, e. g. attending large events, should be avoided at least 7 days before departure from the risk area.

Separate rules apply to external users for access to the campus (see Annex IV).

Criteria	Access ban to campus	Duration of access ban	Further information for DESY employees
<b>Stay in the last 10 days (counting from the day of entry into Germany) in a foreign RKI risk area<sup>3</sup></b>	Yes	10 days counting from the day of entry into Germany <sup>4</sup>	- Official testing obligation upon entry: testing upon entry within 48 h before arrival or by testing immediately after entry.

<sup>3</sup> Risk area is what is classified as a risk area by the RKI on the day of entry into Germany: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html) (see website information for English version)

<sup>4</sup> Exceptions (see also Appendix III and the official regulations):

- A short-term presence which is negligible in terms of the risk of infection, e. g. in the context of transit, is not considered a stay.
- At the earliest after 5 days (counting from the day of entry) the access ban can be lifted by presenting a negative molecular biological test result. This **2nd** test may be carried out at the earliest from the 5th day after entry to Germany (see Appendix III).

			<ul style="list-style-type: none"><li>- Information to supervisor required.</li><li>- The person is strongly advised to go into self-isolation and be tested.</li><li>- If possible, work should be done in the home office until the person returns to campus.</li></ul>
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Since risk assessments and regulations in the federal states can change at short notice, we ask you to regularly inform yourself about the rules that apply to you.

If you have any questions, please contact [health.service@desy.de](mailto:health.service@desy.de).

## 8. 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.

## 9. 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.

## 10. Hostel

For the self-isolation required by the authorities after an entry from risk areas, a limited number of rooms in the DESY guest houses in Hamburg are exclusively reserved for new employees and guest scientists. The DESY group leaders are informed about the exact procedure for allocating these rooms (see also Appendix IV).

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

## 11. Home Office

In order to reduce the risk of infection, home office shall be used wherever operationally possible and in consultation with superiors. Of course, this applies in particular to employees with care tasks or with previous illnesses or with relatives living in the household who are part of the risk groups.

If necessary, office equipment (monitors, chairs etc.) can also be borrowed in consultation with superiors.

If, for operational reasons, e. g. in workshops or at SAVE, work has to be carried out in whole or in part on campus in compliance with the applicable safety regulations, contacts are to be restricted as far as possible, e. g. through a two-shift model and the use of the extended working time frame from 6 am to 9 pm. The Works Council must be involved in the introduction of a new shift model.

Should there be any uncertainties in groups in individual cases, the divisional management must be involved.

## 12. Internal Events and Meetings

When planning and conducting events such as meetings, trainings, exams etc., the rules of the event concept must be observed (see Appendix II). It is recommended to avoid face-to-face events as far as possible.

## 13. Canteen and Cafeteria

Canteen operations in Hamburg und Zeuthen are being maintained, subject to site-specific legal regulations. Currently, the canteens in Hamburg and Zeuthen offer their products for take-away only ("to go").

DACHS registration is currently not required to use the canteen in Hamburg. The DACHS card terminals will still be made available for voluntary use.

The outdoor area in front of the canteen in Hamburg is a so-called hot spot, where, as in the canteen itself, 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.

## 14. 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.

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.

## 15. Contact Addresses at DESY

Central e-mail address: [health.service@desy.de](mailto: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. Please provide the following basic information for campus admission requests after your stay abroad: Date of entry or return to Germany as well as country/region from which the entry is made.

Contact for confidential individual cases:

Personnel Department: [personal.abteilung@desy.de](mailto:personal.abteilung@desy.de)

DESY Medical Service: [betriebsarzt@desy.de](mailto:betriebsarzt@desy.de) or -2171

## 16. Food and Beverages

Food – with the exception of beverages – may not be stored open or shared. The use of water dispensers is still possible if the regulations are observed.

## 17. Public Events

Public evening lectures, the Science Café and DESY guided tours are cancelled until further notice.

Should public events be necessary despite the required reduction of contacts, the rules of the event concept must be observed (see Appendix II).

The school lab in Hamburg resumed operations in August with an adapted offer under the applicable safety regulations, parallel to the opening of the schools. All events are shortened and take place in small groups, taking into account various precautions to minimize the risk of infection. Further information can be found under [https://www.desy.de/schule/schuelerlabore/standort\\_hamburg](https://www.desy.de/schule/schuelerlabore/standort_hamburg) (only in German).

The operation of the school lab in Zeuthen is still interrupted. You can find current information on the school lab in Zeuthen under [https://www.desy.de/schule/schuelerlabore/standort\\_zeuthen/aktuelles](https://www.desy.de/schule/schuelerlabore/standort_zeuthen/aktuelles) (only in German).

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

**In principle, all offices are to be used by one person only until further notice. Any simultaneous stay, even for a short period of time, of several persons in an office and similar rooms is to be avoided. Labs, workshops and training areas (for apprentices) require a separate concept, which must be coordinated in individual cases with D5 or the DESY Medical Service and in Zeuthen with the management.**

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.

In view of the aerosol risk, the best possible ventilation of the rooms must be ensured. In principle, a shock ventilation of at least 5 minutes should be carried out at least once per hour.

Signs have been installed in the entrance area of the seminar rooms informing about the maximum number of persons who may be in the room at any one time. This maximum number is based on the respective size of the seminar room. Individual instructions on how to ventilate the seminar rooms will be posted on notices in the rooms after prior inspection by D5.

In central seminar rooms in Hamburg, CO<sub>2</sub> measuring devices will be installed for better monitoring of the ventilation, further devices are available for loan from D5. In Zeuthen, monitors are installed in seminar rooms and corridors, further devices can be borrowed from the head office.

## 19. Travel/Business Trips

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

### **Germany:**

For travel within Germany, we recommend that you observe the current regulations and recommendations of the Federal Government and the respective federal states. For example, travel restrictions may be imposed



due to infection hot spots. Please check the status at your destination even shortly before the start of your journey.

**Abroad:**

Since 1 October 2020, the travel warnings or travel advisories issued by the Federal Foreign Office have again been announced individually for each country.

Travel to countries for which only travel advisories are available can only be undertaken in exceptional cases with the approval of the Division Directors/Deputy Directors. Since the infection situation can change at any time, it is essential to check in advance whether there are any restrictions on entry or return travel to Germany (e. g. requirements for self-isolation or the requirement for a negative molecular biological test result).

If there is a travel warning for a country, a business trip to that country is generally not possible.

## 20. 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 twice 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.

## 21. 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. In tea kitchens, printer rooms and elevators, a simple mouth/nose protection, i. e. a so-called surgical mask or so-called (self-sewn) community mask, must be worn. Dishes should be washed at a minimum temperature of 60 °C.

## 22. Vacation

In principle, in determining the time at which vacation is taken, the employee's vacation requests shall be taken into consideration, unless urgent business interests or other employees' vacation requests deserving priority from a social point of view stand in the way (§ 7 para. 1 Federal Paid Leave Act).

In order to avoid conflicts in holiday planning, we ask you to coordinate your plans with your group management in good time. If there is no agreement between the employer and employee regarding holiday planning, the Works Council must be involved.

Please take into account that holidays in risk areas abroad may result in an up to 10-day ban on access to the DESY premises after return (see "4. Access to the DESY campus"). If work in the home office is not possible, these days must be taken as holidays. Otherwise, DESY is entitled to reduce the salary for this period.

## 23. User Operation with External Guests

For user operations with external guests, additional security rules can be issued at the divisions after consultation with the Directorate, which take into account the special requirements (see Annex IV).

## 24. Workflow in Case of a Positive Corona Test

1. The employees are urgently requested to report a positive CoVID test result as fast as possible to the supervisor.
2. The supervisor determines all close (professional) contact persons based on the RKI categorization under assistance of the positively tested person as well as the DESY Medical Service.
3. First-degree contacts are defined as contacts face-to-face without protective masks for more than 15 minutes, at a distance of less than 1.5 m and in poorly ventilated rooms with several persons. In individual cases BGM will advise on the categorization<sup>5</sup>.
4. All close contacts are informed with the help of the personnel department. They are strongly advised to go into self-isolation at home and be tested and are not allowed to come to DESY until a negative molecular biological test result is available, but at most for the duration of the officially imposed quarantine. If possible, the employees should work in the home office until they return to the campus.
5. The costs for a test as a 1st degree contact person are covered by the statutory health insurance.<sup>6</sup>
6. The responsible public health department decides on the time of return to the workplace of the person who tested positive.

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

## 25. Interviews and Recruitment Procedures

The rules on reducing contacts as far as possible must also be observed in recruitment procedures. The decision whether to organise the interview as a face-to-face or video conference is the responsibility of the selection committee. Following the recommendation to avoid face-to-face meetings as far as possible, the first round of selection is to be conducted digitally in principle.

Test procedures for applicants for apprenticeships can take place on the site, subject to compliance with the safety regulations.

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

Applicants who are invited to DESY for an interview must first be asked whether they come from a foreign risk area. If this is the case, these persons may only enter the area 10 days after the date of arrival (the rules on negative certificates (see "4. Access to the DESY campus" and Appendix III) apply analogously).

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<sup>5</sup> [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Kontaktperson/Management.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html) (only in German)

<sup>6</sup> Test costs for 2nd degree contact persons are covered by DESY if there is an operational interest in the campus presence, but no costs are covered by the statutory health insurance.

## Appendix I: 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. In the corridors and similar rooms outside of offices and laboratories, where no special hygiene and distance rules apply, a simple mouth/nose protection, i. e. a so-called surgical mask or so-called (self-sewn) community mask, must be worn (see also "8. Canteen and Cafeteria" and "20. Tea Kitchens/Printer Rooms/Elevators"). The same obligation applies to tunnels.

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), psychological stress or in connection with clean room operation.

### **Community Masks without valve**

"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. In the corridors and similar rooms outside of offices and laboratories, where no special hygiene and distance rules apply, a simple mouth/nose protection, i. e. a so-called surgical mask or so-called (self-sewn) community mask, must be worn (see also "8. Canteen and Cafeteria" and "20. Tea Kitchens/Printer Rooms/Elevators"). The same obligation applies to tunnels.



- 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), psychological stress or in connection with clean room operation.

### **FFP2/3 Masks without valve**

Tight-fitting **FFP masks without a valve** protect the wearer(s) against viruses, too.

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

Employees may be issued FFP2 masks without a valve and wear them on campus in consultation with their supervisors in the case of a special individual safety need.



Source: Moldex

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

[YouTube Channel MoldexEurope](#)

- 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).

### **FFP2/3 masks with valve**

Tight-fitting **FFP masks with a valve** protect only the wearer(s) against viruses, but have a reduced breathing resistance compared to masks without a valve.

These masks filter even the smallest particles and droplets reliably out of the air. Due to the lack of external protection FFP2 masks with valve may only be used in coordination with the supervisor(s). It must be ensured that everybody in the immediate vicinity of less than 1.5 m wear at least one FFP2 mask. Such an exception may apply if the controlled use of FFP2/3 masks with valve allows significantly longer working intervals to be organized without interruptions.

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.

**Wearing time of FFP masks without valve**

- FFP masks have a limited wearing time due to the increased breathing resistance.
- In accordance with DGUV<sup>7</sup> rule 112-190, the uninterrupted maximum wearing time for a FFP mask without a valve is 75 minutes followed by a recovery time of 30 minutes.

Protection equipment	Wearing time (min)	Recovery time (min)	Operations per working shift	Working shifts per week
FFP mask without valve	75	30	5	4 (2-1-2)
FFP mask with valve	120	30	3	5

- The wearing time can be shortened by general conditions, e. g.:
  - o heavy soiling: clogging with dust increases the breathing resistance;
  - o Difficulty of work (physical and climatic): can lead to faster moisturization;
  - o Personal constitution of the person.
- The shortening of the wearing time must be determined and specified in each individual case and, if necessary, as part of an individual risk assessment.
- A soaked or (e. g. by dust) dirty mask must be replaced (carry a replacement mask with you).

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), psychological stress or in connection with clean room operation.

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<sup>7</sup> German Social Accident Insurance

## Appendix II: Event Concept

### **Updated rules for face-to-face events such as committee meetings, training courses and meetings**

In order to enable face-to-face events in exceptional cases where infection protection requirements still exist, the following rules developed together with the Corona Taskforce apply at DESY:

#### **1. Check of relevance and remote participation of individuals**

- For each event, the organizers must check whether the advantages of a face-to-face event justify the increased risk of infection compared to a purely remote event even if the DESY safety standards are observed. It is recommended to refrain as far as possible from face-to-face meetings.
- Even if an event is planned as a presence event, remote participation should generally be possible for individual participants who wish to do so for personal reasons (hybrid event).

#### **2. Organization of the event**

- The maximum number of participants depends on the number of persons possible for the selected room under security requirements (indicated by signs at the entrance and on the website under room information).
- The duration of the event should be kept as short as possible. For events with a length of more than 60 minutes (exams, team days etc.), interruptions (see point 3.) must be planned.
- If seminar rooms are combined (e.g. 4a/4b), the number of participants can be added up – if necessary, places in the room must be allocated to ensure the necessary distances.
- Seating must be arranged in such a way that safety distances "face to face" are at least 1.5 m – in the case of seating in rows (auditorium) the distances specified there must be observed.
- Catering during breaks can be provided at the seat or designed in such a way that the rules on spacing can also be observed during breaks. Disposable gloves should be offered for self-service from thermos flasks. Alsterfood supplies packaged break snacks.
- During lectures the lecturers should use microphones - the first rows should be 2.5 m away from the lecturer if possible.
- Documentation should be prepared on the persons actually attending and kept for a month to enable any infections to be traced.

#### **3. Further measures to prevent infections**

- Persons with cold symptoms are not allowed to participate in face-to-face sessions – if necessary they can be excluded by the organizer.
- Ventilation systems (if available) should remain switched on and, if necessary, be operated with the maximum possible air exchange rate.
- The rooms must be ventilated before the event. In view of the aerosol risk, the best possible ventilation of the rooms must be ensured. In principle, a shock ventilation of at least 5 minutes should be carried out at least once per hour. Deviating from this, special regulations for the individual seminar rooms can be made after prior inspection by D5 and announced by notices in front of the rooms. In central seminar rooms in Hamburg, CO<sub>2</sub> measuring devices are installed for better monitoring of the ventilation, further devices are available for loan from D5. In Zeuthen, monitors are installed in seminar rooms and corridors, further devices can be borrowed from the head office.

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- In general, the common stay in closed rooms should not be longer than necessary.
- Seminar rooms are cleaned once a day by the contracted service partner. This corresponds to the RKI recommendations.
- Wearing a mouth/nose protection is possible at your own choice if it is not mandatory anyway.



## Appendix III: Exceptions for entering the campus on arrival from foreign risk areas

Persons who have stayed in a foreign risk area<sup>8</sup> within the past 10 days (counting from the day of entry to Germany) **require an obligatory corona test upon entry into the country. The obligation to test upon entry can be fulfilled by testing within 48 hours before arrival or by testing immediately after entry.** These people can be exempted from the 10-day access ban, which must be observed in principle before entering the campus (also counting from the day of entry to Germany), at the earliest from the 5th day after entry if they have a negative corona test<sup>9</sup>. The underlying **second** test must have been taken at the earliest on the 5th day after entry to Germany. Please also observe the **digital** reporting obligation to the public health department.

For reasons of reliability, the test must have been carried out in a member state of the European Union or in a state with comparable quality standards. The states with comparable quality standards are published by the Robert Koch Institute at [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Tests.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Tests.html) (See website information for English version.)

The molecular biological test result must be kept for at least 10 days after entry.

A short-term presence in foreign risk areas that is negligible in terms of the risk of infection, e.g. as part of a transit journey, is not considered a stay.

All persons entering the country according to the exception regulation shall limit the social and professional contacts to the absolutely necessary minimum until the 14th day after entry.

For questions please contact [health.service@desy.de](mailto:health.service@desy.de).

### Example of entry from foreign risk areas:

Colleague X travels to Liechtenstein on 1 October and continues to France on 3 October. On 10 October, he travels from France back to Germany. On 12 October, he wants to return to his office on the DESY campus in Hamburg. However, he has to check beforehand which countries/regions were named as risk areas by the RKI on 10 October (= day of entry to Germany). Only areas in which he has stayed are relevant, a transit does not count as a stay. On 10 October, France was not on the RKI list, but Liechtenstein was. Since the stay in Liechtenstein is less than 10 days before the reference date of 10 October, colleague X is not allowed to enter the campus for 10 days from the day of entry into Germany, i. e. again on 20 October at the earliest. **An officially required test is necessary upon entry.** The access ban of colleague X can be lifted from the 5th day after entry at the earliest by presenting a negative molecular biological test. This **second** test must have been carried out on the 5th day after entry at the earliest, i. e. on 15 October at the earliest.

If neither France nor Liechtenstein had been on the list of RKI risk areas on 10 October, colleague X – provided he feels healthy – may enter the campus again without restriction on 12 October. It is irrelevant for the campus access of colleague X which countries/regions are on the RKI list before or after 10 October, as only the reference date is considered. This procedure is in accordance with the official regulations.

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<sup>8</sup> Risk area is what is classified as a risk area by the RKI on the day of entry into Germany: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html) (see website information for English version)

<sup>9</sup> So-called quick tests are not accepted by DESY.

## Appendix IV: Rules for the maintenance of user operation with external users

This appendix only regulates access to the campus for external users. For personnel of external companies, the same safety rules apply as for DESY employees (see also "10. External Companies").

DESY is aware of the great importance of its research infrastructures PETRA III, FLASH and DESY Test Beam for an international user community. In order to maintain user operation under the conditions of the current corona pandemic that is sufficiently safe for both users and DESY staff, DESY has established special regulations for external users. External users are persons who do not have a permanent workplace on the Bahrenfeld campus, but come to the campus in Hamburg Bahrenfeld for the purpose of participating in experiments both in the large DESY research infrastructures and in other laboratory experiments.

These rules for external users apply in addition to the respective regulations established by the Federal Government and the federal states (please also observe the **digital** reporting obligation to the public health department) and in addition to the general rules listed in these guidelines.

- For the stay of external users from a **foreign RKI risk area** on the campus, the following regulations apply:

Persons who have stayed in a foreign risk area<sup>10</sup> for the past 10 days (counting from the day of entry to Germany) can be exempted from the 10-day access ban, which must be observed in principle before entering the campus (also counting from the day of entry to Germany), at the earliest from the 5th day after entry if they have two negative coronate tests<sup>11</sup>:

The first test must have been carried out in the 48 hours before entering Germany **or immediately after entry**.

The second test must have been carried out on the 5th day after entry into Germany at the earliest. This test, too, must not be older than 48 hours at the time of submission.

For reasons of reliability, the test must have been carried out in a member state of the European Union or in a state with comparable quality standards. The states with comparable quality standards are published by the Robert Koch Institute at [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Tests.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Tests.html) (See website information for English version.)

Immediately after entering the campus (any self-isolation in the hostel does not count as entering the campus), the two molecular biology test results must be checked by the respective contact persons of the users (for PETRA III and FLASH: [DESY Photon Science User Office](#); for Testbeam: [Testbeam coordinators](#); for other experiments: respective DESY experiment management). Both molecular biological test results must be kept for at least 10 days after entry.

A short-term presence in foreign risk areas that is negligible in terms of the risk of infection, e.g. as part of a transit journey, is not considered a stay.

All persons entering the country according to the exception regulation shall limit the social and professional contacts to the absolutely necessary minimum until the 10th day after entry.

For questions please contact [health.service@desy.de](mailto:health.service@desy.de).

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<sup>10</sup> Risk area is what is classified as a risk area by the RKI on the day of entry into Germany: [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html) (see website information for English version)

<sup>11</sup> So-called quick tests are not accepted by DESY.

- The following regulation applies to external users from **abroad outside the RKI risk areas** as well as to external users from **Germany**:
  1. These persons must have a negative corona test<sup>12</sup>, the result of which must not be older than 48 hours before entering the campus for the first time<sup>13</sup>. For reasons of reliability, the test must have been carried out in a member state of the European Union or in a state with comparable quality standards. The states with comparable quality standards are published by the Robert Koch Institute at [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Tests.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Tests.html) (See website information for English version.) The test result must be carried along during the entire stay at DESY.
  2. All users register with the respective contact person (for PETRA III and FLASH: [DESY Photon Science User Office](#); for Test Beam: [Test Beam coordinators](#); for other experiments: respective DESY experiment management) before starting work.
  3. The DESY Photon Science User Office provides the users of FLASH and PETRA III with a routing slip on which the necessary data is listed. Like the corona test result, this document must be carried along at all times.
  4. The DESY Test Beam coordinators provide the users of the DESY Test Beam with a routing slip. Like the corona test result, this document must be carried along at all times.
- All users prepare a shift plan by name and post it at the experiment.

Violations of the regulations for external users or the general DESY Corona guidelines can be punished by exclusion from experimental operation.

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<sup>12</sup> So-called quick tests are not accepted by DESY.

<sup>13</sup> The costs for the test cannot be covered by DESY.