



DESY Guidelines Corona Virus/COVID-19

General safety rules at DESY for handling the corona virus

Valid from 5 May 2021

Table of contents (Chapters with updates are marked)

1. Up-to-date Information	2
2. General Hygiene and Ventilation Rules and obligation to wear a mouth-nose cover ..	2
3. Distance Rule at DESY and Use of Protective Masks	3
4. App of the RKI (Corona Warning App)	4
5. At Work Equipment/Tools (e. g., Keyboard and PC Mouse)	4
6. Adjustments to Working Time Arrangements	4
7. Access to the DESY campus	4
8. First Aid	6
9. External Companies	6
10. Hostel	7
11. Home Office	7
12. Vaccinations	7
13. Internal Events and Meetings	7
14. Canteen and Cafeteria	8
15. Vehicle Use	8
16. Contact Addresses at DESY	8
17. Food and Beverages	8
18. Public Events	8
19. Rooms (Offices, Labs, Workshops, etc.): Minimum Distance & Number of Persons..	9
20. Travel/Business Trips	9
21. Self-tests	10
22. Taskforce Corona	10
23. Tea Kitchens/Printer Rooms/Elevators	10
24. Vacation	11
25. User Operation with External Guests	11
26. Workflow in Case of a Positive PCR Corona Test	11
27. Interviews and Recruitment Procedures	11
Appendix I: Protective Masks	13
Appendix II: Event Concept	16
Appendix III: Exceptions for entering the campus on arrival from foreign risk areas	18
Appendix IV: Rules for the maintenance of user operation with external users	19
Appendix V: Overview of DESY levels for handling the Corona virus	21

DESY is currently in Level 3 "Lockdown Light" (see Appendix V for a level overview).

1. Up-to-date Information

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

www.desy.de/coronavirus and www.desy.de/coronavirus/internal/index_eng.html

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

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. The simultaneous stay of several persons, even for a short period of time, in an office or similar rooms and in seminar rooms is only permitted for meetings necessary for operational purposes. The rules in Appendix II apply accordingly. In particular, the distance rules and, if applicable, the obligation to wear a mask must be observed. Joint lunch breaks in offices, staff lounges, seminar rooms and similar rooms are prohibited.
- According to the official regulations, it is also obligatory to wear medical masks in closed rooms at DESY with the proviso that they may be taken off **if it is a closed room in which only one person is present or if a suitable technical device is available by which the risks of infection by droplets, coughing, sneezing or speaking are reduced with equal effect (see also "19. Rooms")**. Further legal requirements from the area of occupational safety must be taken into account (see also "3. Distance Rule at DESY and Use of Protective Masks"). **Violations of the mask requirement may have consequences under labor law.**
- 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, CO₂ 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 "5. At Work Equipment/Tools").

3. Distance Rule at DESY and Use of Protective Masks 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. According to the official regulations, it is also obligatory to wear medical masks in closed rooms at DESY with the proviso that they may be taken off if it is a closed room in which only one person is present or if a suitable technical device is available by which the risks of infection by droplets, coughing, sneezing or speaking are reduced with equal effect (see also "19. Rooms"). Medical mouth/nose protection masks – also known as surgical masks – are sufficient in this case, provided that no work is planned in spatial proximity of less than 1.5 m to other persons. So-called community masks are no longer permitted. Violations of the mask requirement may have consequences under labor law.
4. FFP2 masks without a valve must be worn when carrying out essential work in close distance of less than 1.5 m to other persons.
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. Wherever on campus it is mandatory to wear medical mouth/nose protection masks (surgical masks), FFP2 masks without a valve can be worn instead.
8. DESY provides both surgical and FFP2 masks for operational purposes. Surgical masks and FFP2 masks in quantities of up to 100 are issued in Hamburg in the central warehouse via "Lagerabrufschein". Alternatively, they can be ordered via e.biss. FFP2 masks in quantities of more than 100 are only issued after prior approval by the division management. In Zeuthen, the masks are issued via the Goods Collection Desk. 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

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 "24. 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
Person tested positive for Covid-19	Yes	According to official public regulation	- Information to the supervisor and health.service@desy.de required - Quarantine certificate must be submitted to the personnel department

			<ul style="list-style-type: none"> - If there are symptoms of illness, a notification of absence (sick) must be made via the GO-Portal - In the case of a symptom-free course, work should be carried out in the home office, if this is possible
Close contact¹ of a person tested positive (e. g., members of the same household, close contact < 1.5 m for longer than 10 min without covering the mouth and nose, or staying together > 10 min in a poorly ventilated room)	Yes	Immediate self-isolation until a possible order by the responsible health authority	<ul style="list-style-type: none"> - Information to the supervisor and health.service@desy.de required - The person is strongly advised to go into self-isolation² and be tested - 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
Close contact¹ of person waiting for test result (e. g., members of the same household)	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	<ul style="list-style-type: none"> - Information to the supervisor and health.service@desy.de 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
Symptoms such as fever or dry cough, which are typical for an infection with the coronavirus/COVID-19	Yes	Until the symptoms have disappeared	<ul style="list-style-type: none"> - Information to supervisor required (sick note if necessary). - If possible, work should be done in the home office until the person returns to campus
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	No	-	-

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

The access rules supplement the official regulations to be observed with priority³. 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).

¹ https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html (only in German)

² Extensive contact reduction, if applicable also officially ordered domestic isolation.

³ For Hamburg: <https://www.hamburg.de/verordnung/> and for Brandenburg: <https://kkm.brandenburg.de/kkm/de/verordnungen/> (both websites only in German)

Criteria	Access ban to campus	Duration of access ban	Further information for DESY employees
Stay in the last 14 days (counting from the day of entry into Germany) in a foreign RKI risk area⁴	Yes	14 days counting from the day of entry into Germany ⁵	<ul style="list-style-type: none"> - Official testing obligation for entry from high-incidence areas or areas of variant of concern: negative test on entry (testing within 48 h prior to arrival)⁶ - Information to supervisor required. - The person is strongly advised to go into self-isolation and be tested. - If possible, work should be done in the home office until the person returns to campus.

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.

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, FFP2 masks are currently to be worn by both the first aider and the accident/illness victim. A small supply of FFP2 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.

⁴ 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 (see website information for English version)

⁵ 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 test may be carried out at the earliest from the 5th day after entry to Germany (see Appendix III). According to the official regulations, this possibility of shortening the period of self-isolation does not apply to entries from high-incidence areas or areas of variant of concern (see also the RKI overview of risk areas).

⁶ <https://www.bundesgesundheitsministerium.de/en/coronavirus/current-information-for-travellers.html>

10. Hostel

For the self-isolation required by the authorities after an entry from risk areas (but not for entry from high incidence areas or areas of variant of concern⁷), a limited number of rooms in the DESY guest houses in Hamburg are exclusively reserved for new employees. 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 (for Hamburg) and 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. In accordance with official requirements, employees must accept the offer of home office unless there are reasons to the contrary.

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. Vaccinations

DESY will participate in the vaccination campaign as soon as the company medical services are included in the German vaccination strategy.

Persons vaccinated against the coronavirus must continue to comply with all safety measures established at DESY in accordance with current official recommendations.

Employees shall in principle be allowed to attend vaccination appointments after consultation with their superiors; however, this does not entitle them to paid time off. Employees whose vaccination appointments overlap with shift work are exempt.

13. 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). Until 31 May 2021, only operationally necessary face-to-face meetings are permitted. This may also include activities related to apprenticeships. Activities with students in attendance should in principle only be resumed after the Hamburg summer school holidays, i.e. from 5 August 2021.

⁷ See also the RKI overview of risk areas: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html (see website information for English version)

14. 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”).

For employees in Hamburg who do not have their own office or a similar room for the lunch break, a heated tent is available behind the canteen. When using these facilities, DACHS registration is required at one of the terminals, as long as it is required by the current Hamburg SARS-CoV-2 Containment Regulation.

It is asked that you also register at the DACHS card terminals when using the canteen “to go” in order to facilitate any necessary contact tracing.

The outdoor area in front of the canteen in Hamburg is a so-called hot spot, where, as in the canteen itself, a medical mouth/nose protection mask (surgical 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.

15. 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 FFP2 mask 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.

16. 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. 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

DESY Medical Service: betriebsarzt@desy.de or -2171

17. 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.

18. 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 operation of the school lab in Hamburg is interrupted. Current information can be found under https://www.desy.de/schule/schuelerlabore/standort_hamburg (only in German).

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

19. 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. The simultaneous stay of several persons, even for a short period of time, in an office or similar rooms is only permitted for meetings necessary for operational purposes. The rules in Appendix II apply accordingly. In particular, the distance rules and, if applicable, the obligation to wear a mask must be observed. 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.

In accordance with the official requirements, the wearing of medical masks is also obligatory in closed rooms at DESY with the proviso that these may be taken off if it is a closed room in which only one person is present or if a suitable technical device is available by which the risks of infection by droplets, coughing, sneezing or speaking are reduced with equal effect. The presence and suitability of an appropriate technical device must be confirmed by D5.

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 also 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 **as well as on the existing technical devices** will be posted on notices in the rooms after prior inspection by D5.

In central seminar rooms in Hamburg, CO₂ 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.

20. 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 may be restricted due to infection hot spots **or due to exit restrictions imposed by the Infectious Diseases Protection Act**. 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.

21. Self-tests

As a preventive measure in the Corona pandemic, so-called self-tests are recommended – on a voluntary basis – for regular testing for infection in order to prevent further spread of the virus. **This recommendation is also aimed in particular at employees who work together in close proximity or have a large number of professional contacts.**

In accordance with the official rules, DESY provides **two self-tests per calendar week** for free to all employees who do not work exclusively in the home office. Employees should voluntarily test themselves at home before starting work whenever possible. The self-tests are intended exclusively for operational purposes, and the time required to carry them out is working time.

The rules for the voluntary use of the self-tests are set out in the General Works Agreement between the Directorate and the Works Councils in Hamburg and Zeuthen:

https://www.desy.de/coronavirus/internal/documents/GBVSelf-Testing_23.03.21vl_eng.pdf

The self-tests are kept in the respective groups/staff units and are issued together with a supplementary sheet containing information on how to proceed after a negative or positive test result⁸.

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

22. 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.

23. 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 medical mouth/nose protection mask (surgical mask) must be worn. Dishes should be washed at a minimum temperature of 60 °C.

⁸ The date indicated on the currently distributed self-tests for the declaration of conformity is due to the preliminary approval and is not a best-before date. In the course of the final approval, the declaration of conformity is expected to be significantly extended.

24. 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 14-day ban on access to the DESY premises after return (see "7. 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.

Please also observe the applicable regulations of the federal state of your place of residence.

25. 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).

26. Workflow in Case of a Positive PCR 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. **Close contacts are defined as contacts in the near field < 1.5 m without protective masks for longer than 10 min, conversations < 1.5 m without protective masks regardless of length, and being together for more than 10 min in poorly ventilated rooms with probably high concentrations of infectious aerosols.** In individual cases the DESY Medical Service will advise on the categorization⁹.
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 **close** contact are covered by the statutory health insurance.
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.

27. 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

⁹ https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html (only in German)

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. Until further notice, the second round of selection should also be conducted digitally. Exceptions to this are only possible in consultation between the selection committee and the respective divisional management.

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

In case of face-to-face meetings, applicants must assure the observance of the DESY Corona Guidelines as the applicable hygiene concept before the interview or the test procedure for training positions and present a negative self-test or rapid test result that is not older than six hours or carry out such a test on site.

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 14 days after the date of arrival (the rules on negative certificates (see "7. Access to the DESY campus" and Appendix III) apply analogously).

Appendix I: Protective Masks

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

Medical 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. In the corridors and similar rooms outside of offices and laboratories, where no special hygiene and distance rules apply, a medical mouth/nose protection, i. e. a so-called surgical mask, must be worn (see also "14. Canteen and Cafeteria" and "23. 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.



- 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. The use of community masks is no longer permitted at DESY.

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 in close distance of less than 1.5 m to other persons 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. Wherever on campus it is mandatory to wear medical mouth/nose protection masks (surgical masks), FFP2 masks without a valve can be worn instead.

FFP masks are not medical devices and therefore cannot be called medical masks. FFP masks are used in occupational safety and protect wearers from harmful substances and particles in the air they breathe. FFP2/FFP3 masks are suitable for self-protection against bacteria and viruses according to the information of the RKI. Masks according to the Chinese standard KN95 or the North American standard N95 can be equated to an FFP2 mask according to the European standard.



Source: Moldex

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

[YouTube Channel MoldexEurope](#)

- 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.
- It is possible to dry worn masks in the air (not on the heater or similar!) and to use them again as long as they are not soiled or very heavily soaked. The total wearing time - also spread over several days - should not exceed approx. eight hours per mask.
- 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.

Wearing time of FFP masks

- FFP masks have a limited wearing time due to the increased breathing resistance.
- In accordance with DGUV¹⁰ 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 days – 1-day break – 2 days)
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).
- If the number of operations per work shift is lower than the specifications of DGUV regulation 112-190, the number of work shifts per week can be increased. If you have any questions, please contact D5.

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.

¹⁰ 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. Until 31 May 2021, only operationally necessary face-to-face meetings are permitted. This may also include activities related to apprenticeships. Activities with students in attendance should in principle only be resumed after the Hamburg summer school holidays, i.e. from 5 August 2021.
- 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

- In accordance with the official regulations, the wearing of medical masks is also mandatory in seminar rooms at DESY with the proviso that these masks may be taken off if a suitable technical device is available that reduces the risk of infection by droplets, coughing, sneezing or speaking with equal effect and if the other distance regulations are observed.
- The maximum number of participants depends on the number of persons possible for the selected room under safety requirements, as indicated by signs at the entrance and on the website under room information. Individual instructions on the ventilation of the seminar rooms as well as on the available technical device will be announced on notices in the rooms after prior review by D5.
- 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.
- Event catering is currently not permitted.
- 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, CO₂ 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.
- 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 area¹¹ within the past 14 days (counting from the day of entry to Germany) can be exempted from the 14-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 test¹². The underlying test must have been taken at the earliest on the 5th day after entry to Germany. According to the official regulations, this possibility of shortening the period of self-isolation does not apply to entries from high-incidence areas or areas of variant of concern (see also the RKI overview of risk areas¹¹), for which to official obligation to test on entry must also be observed¹³. 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 (See website information for English version.)

The molecular biological test result must be kept for at least 14 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.

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 14 days before the reference date of 10 October, colleague X is not allowed to enter the campus for 14 days from the day of entry into Germany, i. e. again on 24 October at the earliest. 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 test must have been carried out on the 5th day after entry at the earliest, i. e. on 15 October at the earliest. If Liechtenstein or France were classified as high-incidence areas or areas of variant of concern according to the RKI overview at the time of entry, the duration of the entry ban cannot be shortened by a negative test. In addition, in this case, a negative test would have to be presented upon entry into Germany on 10 October, which was carried out a maximum of 48 hours before entry. 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.

¹¹ 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 (see website information for English version)

¹² So-called quick tests are not accepted by DESY for the lifting of the access ban.

¹³ <https://www.bundesgesundheitsministerium.de/en/coronavirus/current-information-for-travellers.html>

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 area¹⁴ for the past 14 days (counting from the day of entry to Germany) can be exempted from the 14-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 tests¹⁵:

The first test must have been carried out in the 48 hours before entering Germany or immediately after entry. When entering the country from a high-incidence area or area of variant of concern, (see also the RKI overview of risk areas¹⁴), this test is mandatory for the authorities¹⁶ and must have been carried out within the 48 hours prior to 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. According to official regulations, this possibility of shortening the period of self-isolation does not apply to entries from high-incidence areas or areas of variant of concern.

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 (See website information for English version.)

Immediately after 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 14 days after entry. **In addition, the execution of the officially prescribed self-isolation must be confirmed by signature.**

¹⁴ 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 (see website information for English version)

¹⁵ So-called quick tests are not accepted by DESY for the lifting of the access ban.

¹⁶ <https://www.bundesgesundheitsministerium.de/en/coronavirus/current-information-for-travellers.html>

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.

- 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 test¹⁷, the result of which must not be older than 48 hours before entering the campus for the first time¹⁸. 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 (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.

¹⁷ So-called quick tests are not accepted by DESY for the lifting of the access ban.

¹⁸ The costs for the test cannot be covered by DESY.

Appendix V: Overview of DESY levels for handling the Corona virus

Level	1	2	3	4	5
DESY Level Name	Safe Normal Operation	Reduced Operation Mode (2.0)	„Lockdown Light“	„Hard Lockdown“	„Government Shutdown“
Research Infrastructures/User Operations	User operation without restrictions (with remote/mail-in options)	User operation with security measures (especially mandatory testing for users)	User operation with security measures (mandatory testing for users) and the restrictions listed under "Home Office" for campus-related activities	Infrastructures in shutdown, no user operation	Infrastructures in shutdown, no user operation
Home Office	Home Office as a general recommendation	Home office to a large extent; work in the workshops, user operations, and the like takes place on campus within the scope of applicable safety measures	Default Home Office, except: <ul style="list-style-type: none"> – On-campus activities required to maintain safety and prevent significant damage to facilities – Work required as part of Corona research – Other activities for which further delay is unreasonable, e. g., for scientific, technical, or training reasons, including related work such as in workshops 	Default Home Office except: <ul style="list-style-type: none"> – On-campus activities required to maintain safety and prevent significant damage to facilities 	All employees in the Home Office, except: <ul style="list-style-type: none"> – On-campus activities required to maintain safety and prevent significant damage to facilities (issuance of "passes" in accordance with divisional emergency lists already prepared)

Level	1	2	3	4	5
Events	No face-to-face events with >30 people, digital events generally recommended	Face-to-face events with security measures generally possible, digital events preferred	Only operationally necessary face-to-face events	Only operationally necessary face-to-face events	Only events permitted by the authorities
Canteen	To Go + On Site operation with DACHS Registration	To Go + On Site operation with DACHS Registration	Only To Go operation	Only To Go operation	No operation
Periods (approx.)	01/06/2020 – 04/11/2020	01/04/2020 – 31/05/2020 05/11/2020 – 15/12/2020	Since 11/01/2021	13/03/2020 – 31/03/2020 16/12/2020 – 10/01/2021	-