



DESY Guidelines Corona Virus/COVID-19

General safety rules at DESY for handling the corona virus, valid from 19 July 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.....	7
9. External Companies and guests.....	7
10. Hostel.....	7
11. Home Office	7
12. Vaccinations	8
13. Internal Events and Meetings	8
14. Canteen and Cafeteria.....	8
15. Vehicle Use.....	9
16. Contact Addresses at DESY.....	9
17. Public Events	9
18. Rooms (Offices, Labs, Workshops, etc.)	9
19. Travel/Business Trips	10
20. Self-tests	10
21. Taskforce Corona	11
22. Tea Kitchens/Printer Rooms/Elevators.....	11
23. Vacation	11
24. User Operation with External Guests	11
25. Workflow in Case of a Positive PCR Corona Test.....	12
26. Interviews and Recruitment Procedures.....	12
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	20
Appendix V: Overview of DESY levels for handling the Corona virus.....	22
Appendix VI: Package insert for antigen self-tests at DESY	24

1. Up-to-date Information

DESY is currently in Level 2 "Reduced Operation Mode 2.0" (see Appendix V for a level overview).

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 up to 20 m² 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. For more information in particular on the use of larger rooms please refer to no. 18.
- 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. The check-in function of the app can be used for DESY events.

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

Work equipment and tools, that are used by different persons must be cleaned regularly 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	<ul style="list-style-type: none">- Information to the supervisor and health.service@desy.de required- Quarantine certificate must be submitted to the personnel department- 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).

Criteria	Access ban to campus	Duration of access ban	Further information for DESY employees
Stay in the last 10 days (counting from the day of entry into	Yes	- 10 days counting from the day of entry into Germany	- Observe the digital registration requirement before entering Germany and the general

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 German Ordinance on Coronavirus Entry Regulations: https://www.bundesgesundheitsministerium.de/fileadmin/Dateien/3_Downloads/C/Coronavirus/Verordnungen/BAnz_AT_12.05.2021_V1_EN_angepasst.pdf

Germany) in a foreign RKI risk area⁴		- Exceptions possible ⁵	testing/certification requirement for air travel entrants. ⁶ - Information to supervisor required. - The person is strongly advised to go into self-isolation ² and be tested. - If possible, work should be done in the home office until the person returns to campus.
Stay in the last 10 days (counting from the day of entry into Germany) in a foreign RKI high incidence area⁷	Yes	- 10 days counting from the day of entry into Germany - Exceptions possible to a limited extent ⁸ - Employees who are not allowed to enter the campus according to the DESY rules, although no self-isolation would be necessary according to official exceptions, do not suffer any financial disadvantage as a result.	- Observe the digital registration requirement before entering Germany and the general testing/certification requirement for entrants from high incidence areas. ⁶ - Information to supervisor required. - The person is strongly advised to go into self-isolation ² and be tested. - If possible, work should be done in the home office until the person returns to campus.
Stay in the last 10 days (counting from the day of entry into Germany) in a foreign RKI area of variants of concern⁹	Yes	- 14 days counting from the day of entry into Germany - No exceptions possible	- Observe the digital registration requirement before entering Germany and the general testing requirement for entrants from areas of variants of concern. ⁶ - Information to supervisor required. - The person is strongly advised to go into self-isolation ² 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.

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 brief presence that is negligible with regard to infection risks, e. g. for rest or refueling, is not considered a stay. Transfer times at an airport are considered a stay.

- The access ban can be lifted early by presenting a negative molecular biological test result, proof of recovery or proof of vaccination.

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

⁷ High incidence area is what is classified as a high incidence 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 for English version)

⁸ Exceptions (see also Appendix III and the official regulations): - A brief presence that is negligible with regard to infection risks, e. g. for rest or refueling, is not considered a stay. Transfer times at an airport are 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.

⁹ Area of variants of concern is what is classified as an area of variants of concern 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 for English version)

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 and guests

For guests staying at the DESY premises (Hamburg/Zeuthen) for a short time and employees of external companies on the DESY premises the same protective measures apply as for DESY employees. The regulations for external guests in user operation can be found under item 24 and in Annex IV.

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 (but not for entry from high incidence areas or areas of variants of concern¹⁰), a limited number of rooms in the DESY guest houses in Hamburg are exclusively reserved for new DESY 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.

¹⁰ See also the RKI overview of risk areas: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html (see website for English version)

12. Vaccinations

DESY participates in the National Immunization Campaign through its Occupational Health Service. Further information are to be found in separate e-mails.

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). It is recommended to avoid face-to-face events as far as possible. Activities with students in attendance should in principle only be resumed after the Hamburg summer school holidays, i.e. from 5 August 2021.

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 ("to go") and for consumption in the outdoor and indoor areas of the canteens.

The canteen operators in Hamburg and Zeuthen are obliged to the authorities to collect the contact details of all guests and to keep them available for a period of four weeks. This serves exclusively to trace the chains of infection in the event that an infected person is present in the canteen. In coordination with the Works Councils and the canteen operator, the DACHS card system is used for collecting the contact data. All guests of the canteen and/or cafeteria must register each time they enter the building; the contact data will be stored for four weeks.

DACHS cards can be obtained in Hamburg from V1 in building 6, room 110 (Mon-Thu. 7:30-16:00, Fri. 7:30-14:00) You will need

- a valid identification document (Personalausweis/ID card, passport) and
- a digital photograph taken in building 6 as part of the DACHS card process.

In Zeuthen, the DACHS cards can be obtained via the group office.

Until further notice, the canteen may only be used by employees and guest researchers, staff of external companies working on campus and similar persons who have a DACHS card.

For employees in Hamburg who do not have their own office or a similar room for the lunch break, a heated tent will continue to be available behind the canteen. When using these facilities, DACHS registration at one of the terminals is also required.

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 several people if all passengers wear an FFP2 mask. This does not apply to the driver, who is not permitted to wear a mask within the scope of the StVO.

When the same vehicle is used consecutively by several groups of people, hand hygiene facilities must 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. 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).

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

In principle, all offices up to 20 m² 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 if the rules of the applicable event concept are observed (see Appendix II). In particular, the distance rules and, if applicable, the obligation to wear a mask must be observed. Labs, workshops and training areas (for apprentices) and offices larger than 20 m² that are to be used by more than one person 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.

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 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.

20. 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

DESY Guidelines Corona Virus/COVID-19, valid from 19 July 2021

The self-tests are kept in the respective groups/staff units and are issued together with a supplementary sheet (see Appendix VI) containing information on how to proceed after a negative or positive test result¹¹.

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

21. 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.

22. 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.

23. 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.

24. 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).

¹¹ 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.

25. 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 categorization¹².
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.

26. 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. Until further notice, the second round of selection should also be conducted digitally as far as possible. Exceptions to this are 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 up to 14 days after the date of arrival (exceptions (see "7. Access to the DESY campus" and Appendix III) apply analogously).

¹² https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html (only in German)

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 DGUV¹³ 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.
- **In exceptional cases, the recommended recovery times may be deviated from in consultation with D5 and the responsible supervisor.**

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.

¹³ 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 avoid face-to-face events as far as possible.
- 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 **in the form of open buffets** currently not permitted. **Beverages and individually packaged food may be offered.**
- 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 area¹⁴ within 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), if they have a negative corona test, proof of recovery or proof of vaccination in accordance with the regulatory requirements¹⁵. So-called quick tests are not accepted by DESY for the lifting of the access ban. Please also observe the digital reporting obligation to the public health department.

In the case of entries from high incidence areas, the 10-day access ban can be lifted at the earliest by a test from the 5th day after the entry into Germany. Employees who are not allowed to enter the campus according to the DESY rules, although no self-isolation would be necessary according to official exceptions, do not suffer any financial disadvantage as a result.

In the case of entries from areas of variants of concern, the 14-day entry ban (which applies in derogation) cannot be lifted early.

For reasons of reliability, the test for lifting the access ban on entry from a foreign risk or high incidence area 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 brief presence that is negligible with regard to infection risks, e. g. for rest or refueling, is not considered a stay. Transfer times at an airport are 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 June and continues to France on 3 June. On 10 June, he travels from France back to Germany. On 12 June, 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, high incidence or areas of variants of concern by the RKI on 10 June (= day of entry to Germany). Only areas in which he has stayed are relevant, a transit does not count as a stay. On 10 June, France was not listed as a risk area on the RKI list, but Liechtenstein was. Since the stay in Liechtenstein is less than 10 days before the reference date of 10 June, colleague X is not allowed to enter the campus for 10 days from the day of entry into Germany, i. e. again on 20 June at the earliest. The access ban of colleague X can be lifted early by presenting a negative molecular biological test, proof of recovery or proof of vaccination.

If Liechtenstein or France were classified as high incidence areas according to the RKI list at the time of entry, the test to lift the access ban must have been performed at the earliest from the 5th day after entry, i. e. at the earliest on June 15. In addition, in this case, a negative test, proof of recovery or proof of vaccination must already be presented upon entry into Germany on June 10.

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 https://www.bundesgesundheitsministerium.de/fileadmin/Dateien/3_Downloads/C/Coronavirus/Verordnungen/BAnz_AT_12.05.2021_V1_EN_angepasst.pdf

If Liechtenstein or France were classified as areas of variants of concern according to the RKI list at the time of entry, the duration of the access ban cannot be shortened by a negative test. In addition, the access ban is extended to 14 days in this case, meaning that colleague X may not enter the campus again until June 24 at the earliest. In addition, in this case, a negative test would already have to be presented upon entry into Germany on June 10.

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

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 area¹⁶ for the past 10 days (counting from the day of entry to Germany) can enter the campus if they have a negative PCR test.

The 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 variants of concern (see also the RKI overview of risk areas¹⁶) or by air travel, this test is mandatory for the authorities¹⁷ and must have been carried out prior to entry. This officially obligatory test can – except for entry from an area of variants of concern – also be replaced by a proof of recovery or vaccination, but not the test for presentation at DESY.

For reasons of reliability, the PCR 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.)

As soon as possible after entering the campus, the molecular biological test result 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). The test result must be kept for at least 14 days after entry. In addition, the execution of any self-isolation required by the authorities must be confirmed by signature.

A brief presence that is negligible with regard to infection risks, e. g. for rest or refueling, is not considered a stay. Transfer times at an airport are 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.

¹⁶ 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)

¹⁷ <https://www.bundesgesundheitsministerium.de/en/coronavirus/current-information-for-travellers.html>

For entries from high incidence areas, the 10-day entry ban can be lifted at the earliest by testing from the 5th day of entry into Germany.

Entry from areas of variants of concern for participation in experiments at DESY is not possible.

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 test¹⁸, the result of which must not be older than 48 hours before entering the campus for the first time¹⁹. 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.

¹⁸ So-called quick tests are not accepted by DESY for the lifting of the access ban.

¹⁹ 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 31/05/2021	11/01/2021 – 30/05/2021	13/03/2020 – 31/03/2020 16/12/2020 – 10/01/2021	-

Appendix VI: Package insert for antigen self-tests at DESY

DESY provides employees with antigen self-tests for voluntary use at home before starting work – please read the instructions for use of the self-test carefully. Self-tests are a good additional means of preventing infection, but they cannot replace other measures.

The test result is negative

The probability of actually being infectious is significantly reduced. A negative test result is a snapshot and does not rule out infection with the coronavirus.

- Please note that the result is only **valid for one working day**.
- The applicable **DESY rules must be observed** even if the test result is negative.

The test result is positive

SARS-CoV-2 infection is **suspected**.

- A **PCR test** must therefore be carried out for **verification** (report to 116 117²⁰).
- Until the result of the PCR test is available, go into **precautionary quarantine**.
- Please inform superiors, V2 and health.service@desy.de

Good to know

"Am I infected or not?" That is the question the rapid test is supposed to answer. However, it is not that simple. The "safety" of the test depends on three factors:

- The probability with which the test detects an infected person (**sensitivity**),
- the probability of how well the test detects a non-infected person (**specificity**) and
- the proportion of people actually infected in the population (**prevalence** or **pre-test probability**).

Self-tests therefore do not detect every infection (**false negative results**) and they also sometimes indicate an infection although none is present (**false positive results**). If only a few people among those tested are actually infected, then positive results are less reliable. However, if a large number of people are infected, positive results are more reliable, but negative results are less reliable. You will find more information on this on the back page.

Act responsibly

Self-tests require self-responsible action. They offer a good opportunity for early detection of infections that are not yet known. Affected persons can thus inform possible contacts at an early stage and prevent further infections even before the final diagnosis by PCR testing.

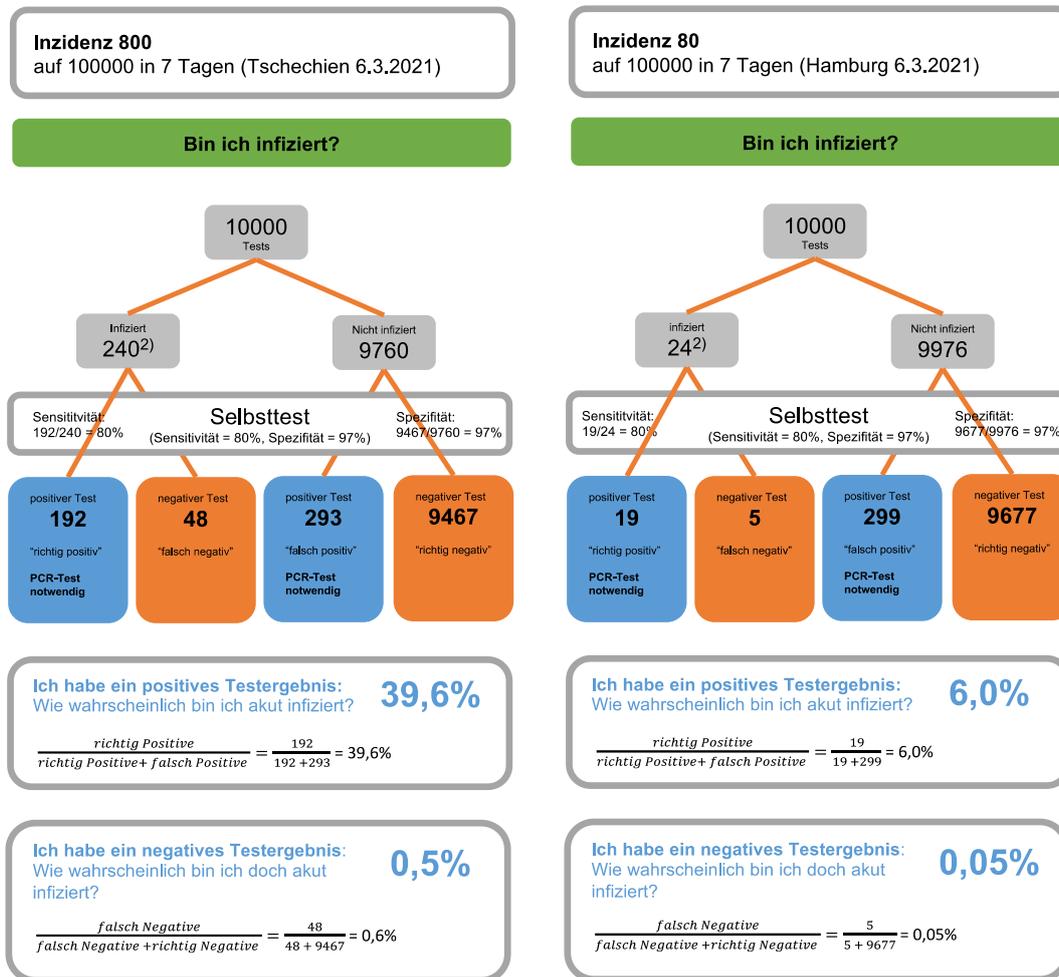
Please take a positive test result seriously. Even if it turns out to be a false positive, the next positive result may indicate a real infection. If all people in a group are tested negative, this significantly reduces the risk of infection on that day. Self-testing is therefore an important building block for more safety in the workplace.

More protection for yourself and others. Stay healthy.

²⁰ If 116 117 does not arrange a PCR test free of charge or your family doctor does not perform a PCR test free of charge, DESY will cover the costs of this test.

Understanding results²¹

The Paul Ehrlich Institute requires a self-test to have a sensitivity of at least 80 % and a specificity of at least 97 % (manufacturers' specifications are often based on laboratory conditions and may differ in practice). What does this mean?



²¹ Unter der Annahme, dass eine infizierte Person 7 Tage infektiös ist und nur ein Drittel der Infizierten der Meldebehörde bekannt ist (Dunkelziffer von drei) ist diese Anzahl von Personen akut infektiös.

Let's be very concrete

Let us assume that 1,000 people test themselves at DESY on one day. Taking into account the prevalence in the population of 80 per 100,000 (Hamburg, 6.3.2021), 2.4 infected people would be expected mathematically. These persons would be identified in the test with a probability of 80 %. Of the calculated 997.6 other persons, 97 % would be statistically identified as non-infected and 3 %, i. e. just under 30 persons, would be incorrectly identified as infected. In total, therefore, there are arithmetically 31.8 positive self-tests.

The probability that one of these people is really positive is 6 %. **At the same time, the risk for the remaining almost 998 people to meet an infected person has become five times smaller.**

So with a specificity of 97 %, we deliberately accept that there will be a number of false positives to reduce the likelihood of infection.

²¹ The graphic is based on the information provided by the RKI: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Infografik_Antigentest_PDF.pdf?__blob=publicationFile
 You can test how good your rapid test result is here: https://rki-wiko.shinyapps.io/test_qual/
 Bulletin of the RKI: https://www.rki.de/DE/Content/Infekt/EpidBull/Archiv/2021/Ausgaben/08_21.pdf?__blob=publicationFile