



DESY Guidelines Corona Virus/COVID-19

General safety rules at DESY for handling the corona virus, valid from 17 January 2022

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1. Up-to-date Information

DESY is currently in **Level 3 „Lockdown Light“**
(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) 866 5050 (Monday to Friday from 9 am to 5 pm)

Medical on-call service: 116 117

2. 3G Operation

DESY implements the nationwide 3G rules at the workplace for its employees at the sites in Hamburg and Zeuthen. Entering the campus is only permitted if employees have a valid vaccination, convalescence or test certificate, insofar as access is necessary despite the offer of home office. The proof of testing must be a certified proof of a negative rapid antigen test or PCR test. Self-tests are not permitted. The implementation of the control obligations at DESY is decentralized via the group managements, see Appendix VII.

Campus partners and external companies are informed about the 3G rule; the respective employers are responsible for compliance with the rule.

For DESY guests, the rules laid down in these Guidelines and its appendices apply.

3. General Hygiene and Ventilation Rules and 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.
- If the spatial distance cannot be guaranteed in exceptional cases – e.g. in the case of joint transport or when working in a cramped experimental hut – organizational or technical options must first be examined, e.g. working at different times, use of shielding, etc.
- In principle, all offices and other rooms 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.

Exceptions to so-called 2G Rooms are regulated in paragraph 17. For more information in particular on the use of larger rooms please see also "17. Rooms".

- At DESY in Hamburg, it is mandatory to wear medical masks or masks with a higher protective effect (FFP2/3) in closed rooms with the proviso that they may be taken off if it is a closed room in which only one person is present (except so-called 2G rooms) or if existing technical or organizational measures are sufficient for the protection of the persons present (see also "17. Rooms"). It is strongly recommended that only FFP2 masks be worn, as these offer greater protection against aerosols. At DESY in Zeuthen, it is mandatory to wear FFP2 masks in closed rooms. Further legal requirements from the area of occupational safety must be taken into account. Violations of the mask requirement may have consequences under labor law.
- Annex I must be observed; it contains further information on the different types of masks, e.g. on wearing and recovery times. Individual questions (e.g. about pre-existing conditions) can be answered by D5 or the company medical service.
- DESY provides both medical and FFP2 masks for operational purposes. Medical masks and FFP2 masks (the latter in quantities up to 100) are issued in Hamburg by "stock call" in the central warehouse. Alternatively, these can be ordered via e.biss. In Zeuthen, the masks are issued via the goods issue department. Protective masks are not issued in stock.
- Protective masks are to be used by one person only.

4. Apps of the RKI (Corona Warning App and CovPassCheck 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.

The installation of the CovPassCheck App on DESY mobile phones as well as the use of the app for checking digital COVID certificates by authorized group leaders (see Appendix VII) or event managers is permitted.

5. 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

6. 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 well as the generally applicable 3G operation (see 2.). 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 "21. Vacation"). Employees of other employers on campus must clarify this with their employer.

6.1. Overview: Rules in case of a positive Corona test, typical symptoms or as a contact person

Criteria	Access ban to campus	Duration of access ban	Further measures
Person tested positive for Covid-19	Yes	According to official orders	<ul style="list-style-type: none"> - Information to the supervisor and health.service@desy.de required - Quarantine certificate (if available) must be submitted to the HR 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 by PCR test (e.g., members of the same household, stay in close field < 1.5 m for longer than 10 min without covering the mouth and nose, or staying together > 10 min in a poorly ventilated room)	Under certain circumstances	<p>Immediate quarantine with access ban for the campus until a possible order by the responsible health authority</p> <p>No quarantine/no access ban for boosted and freshly² vaccinated or recovered persons</p> <p>If necessary special arrangements with superiors for persons whose presence on campus is indispensable.</p>	<ul style="list-style-type: none"> - Information to the supervisor and health.service@desy.de required - The person is strongly advised to go into quarantine³ and be tested - Quarantine certificate (if available) must be submitted to the personnel department - If possible, work should be done in the home office until the person returns to campus
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

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

² A person is freshly vaccinated or recovered if vaccination or recovery took place less than three months ago (currently this regulation is only based on federal decisions).

³ Extensive contact reduction, if applicable also officially ordered domestic isolation.

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

Risk areas are designated in two categories: High-risk areas and areas of variants of concern. The category of "simple" risk areas has been dropped.

There is a general obligation to provide proof for persons entering the country, irrespective of the means of transport and irrespective of whether a previous stay in a high-risk or virus variant area has taken place. Persons over 12 years of age must always have a negative test result, proof of vaccination or proof of recovery when entering the Federal Republic of Germany from a foreign high-risk area as well as other areas. For entry from virus variant areas, proof of vaccination or recovery is not sufficient; a negative test result is required. In addition, when entering the Federal Republic of Germany after a stay⁴ in a foreign high-risk area or virus variant area, special registration and quarantine obligations must be observed. In the case of entry from virus variant areas – subject to very narrowly defined exceptions – there is a ban on passenger transport by train, bus, ship and flight directly from these countries.

The access rules supplement the official regulations to be observed with priority⁵.

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 Germany) in a foreign <u>RKI high-risk area</u>⁶	Under certain circumstances	- 10 days counting from the day of entry into Germany - In accordance with the rules of the authorities, vaccinated/recovered persons are not banned from entering the premises. For all other persons, the ban on entry can be lifted by testing at the earliest five days after entry. Further exceptions are possible according to official regulations ⁵	- Observe the digital registration requirement before entering Germany and the general certification requirement for entrants from high-risk areas. - Information to supervisor required. - 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 <u>RKI area of variants of concern</u>⁶	Yes	- 14 days counting from the day of entry into Germany - Exceptions are possible if the respective area of variants of concern is classified as a high-risk area after entry and before the 14 days have elapsed	- Observe the digital registration requirement before entering Germany and the general testing requirement for entrants from areas of variants of concern. - Information to supervisor required. - If possible, work should be done in the home office until the person can return to campus.

⁴ 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.

⁵ Federal Coronavirus Entry Ordinance as of **22 December 2021**: <https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen/guv-19-lp/coronaeinreisev.html> (see website for English version)

⁶ High-risk area or area of variants of concern is what is classified as such 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)

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.

7. 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.

8. 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 22 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.

9. Hostel

The DESY guest houses in Hamburg cannot be used for any quarantine that may be required by the authorities after entry from foreign high-risk or areas of variants of concern.

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.

10. Home Office

To reduce the risk of infection the possibility of home office should be used wherever operationally possible and in consultation with the supervisors. Individual regulations in the groups are the responsibility of the supervisors. If necessary, office equipment (monitors, chairs etc.) can also be borrowed in consultation with superiors.

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

11. Vaccinations

DESY participates in the National Immunization Campaign through its Occupational Health Service. Further informations 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.

Basic immunizations and booster vaccinations take place in principle according to the recommendations of the Standing Committee on Vaccination (STIKO).

12. Internal Events and Meetings

When planning and conducting events such as meetings, trainings, exams etc., the rules of the event concept must be observed (see Appendix II). **Only operationally necessary face-to-face meetings are permitted. This may also include regular meetings as part of the training of junior staff, PhD students and postdocs. Here, too, distance, mask and ventilation rules must be observed and the vaccination or convalescent status must be taken into account.**

Hygiene concepts are made available on the DESY website for 2G+ events (voluntary), events with external participants, visitor groups and for groups in the school labs in Hamburg and Zeuthen.⁷ In the case of 2G(+) events, the official notification obligations must be observed.⁸

Private events with link to DESY (e.g. farewell and disputation parties) in closed rooms are not permitted in DESY premises.

13. Canteen and Cafeteria

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

⁷ https://www.desy.de/coronavirus/internal/documents_and_forms/index_eng.html

⁸ In Hamburg according to § 10j para. 3 of the SARS-CoV-2 Containment Ordinance (<https://www.hamburg.de/verordnung/> (only in German)). In Brandenburg according to § 11 para. 3 Sentence 1 No. 2 of the SARS-CoV Containment Ordinance (https://bravors.brandenburg.de/br2/sixcms/media.php/76/GVBl_II_106_2021.pdf (only in German)).

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.

The canteen tent next to building 7 is open for canteen guests under 2G conditions. Proof of vaccination or convalescence and the DACHS card are required for access to the tent.

14. 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 at least a surgical mask (FFP2 mask strongly recommended, in Zeuthen this is mandatory).

15. 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

16. Public Events

Should public events be necessary despite the required reduction in contact, the rules of the event concept must be observed (see Appendix II). For 2G+ events (voluntary), events with external participants as well as visitor groups, hygiene concepts are made available on the DESY website.⁹ In the case of 2G(+) events, the official notification obligations must be observed.¹⁰

In the course of the resumption of face to face teaching in schools, the school lab in Hamburg is again making appointments within the framework of the cooperation with the Hamburg School Authority. The classroom teaching will be carried out in smaller groups according to a hygiene concept optimized for the school lab.

Current information can be found at https://www.desy.de/schule/schuelerlabore/standort_hamburg

In the course of the resumption of the face to face teaching in schools in Brandenburg/Berlin, the school lab in Zeuthen has resumed its operation. The teaching will be carried out according to a hygiene concept that has been optimized for the school lab. Current information can be found at https://www.desy.de/schule/schuelerlabore/standort_zeuthen/aktuelles

⁹ https://www.desy.de/coronavirus/internal/documents_and_forms/index_eng.html

¹⁰ In Hamburg according to § 10j para. 3 of the SARS-CoV-2-Eindämmungsverordnung (<https://www.hamburg.de/verordnung/> (only in German)). In Brandenburg according to § 11 para. 3 Sentence 1 No. 2 of the SARS-CoV Containment Ordinance (https://bravors.brandenburg.de/br2/sixcms/media.php/76/GVBl_II_106_2021.pdf (only in German)).

17. 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 and in seminar rooms is only permitted for meetings necessary for operational purposes. 2G Rooms (offices, laboratories, workshops) may be used by several persons at the same time, provided that it is ensured that they are exclusively vaccinated or recovered persons (so-called 2G rooms¹¹). **It is strongly recommended that only boosted persons still use the 2G rooms who also have a current negative rapid or self-test.** The simultaneous stay of several persons, even for a short period of time, in a seminar- or similar room 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, unless the 2G principle is used.

At DESY **in Hamburg**, it is mandatory to wear medical masks or masks with a higher protective effect (FFP2/3) in closed rooms with the proviso that they may be taken off if it is a closed room in which only one person is present (except so-called 2G rooms) or if existing technical or organizational measures are sufficient for the protection of the persons present. **It is strongly recommended that only FFP2 masks be worn, as these offer greater protection against aerosols.** At DESY **in Zeuthen**, it is mandatory to wear FFP2 masks in closed rooms. The presence and suitability of appropriate technical or organizational measures 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 (according inspection by D5).

In central seminar rooms in Hamburg, CO₂ measuring devices has been 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.

Tea kitchens at DESY are usually smaller than 20 m² 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 **in Hamburg**, **at least** a mouth nose cover (surgical mask) must be worn, **FFP2 masks are strongly recommended.** **In Zeuthen, these are mandatory.**

18. Travel/Business Trips

The use of alternative means of participation (web meetings etc.) should continue to be preferred. Travel within Germany is possible without restrictions. Please check the current conditions in advance, e.g. 3G rules on public transport and trains.

With regard to travel abroad, please note the following:

¹¹ Works agreement at https://www.desy.de/coronavirus/internal/documents_and_forms/index_eng.html

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 quarantine or the requirement for a negative test result).

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

19. Self-tests

As a preventive measure in the Corona pandemic, so-called self-tests are recommended – on a voluntary basis also for vaccinated and recovered persons – 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. Regular self-testing is still recommended even for vaccinated individuals. Especially on days when you work in a 2G room, a current self-test or rapid test is **strongly recommended**.

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. Appendix VI is containing information on how to proceed after a negative or positive test result.

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

20. Taskforce Corona

The Board of Directors is following events closely and in consultation with Dr. Bünz, the DESY Medical Officer, and the D5 staff unit, and will adjust recommendations on a daily basis if necessary. The Corona Taskforce, composed of experts from the relevant areas at DESY, currently meets once a week to be able to react quickly at any time. Members of the taskforce are also in close contact with the local authorities in Hamburg and Brandenburg.

21. Vacation

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 “6. 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.

22. 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).

23. 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 stays 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 quarantine 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. Boostered persons as well as newly¹³ vaccinated or recovered persons are exempt from this access ban, provided that no further quarantine order has been issued by the public health department. For these persons, the general home office ban applies, including the exceptions described.
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.¹⁴

24. Interviews and Recruitment Procedures

In recruitment and selection procedures for apprenticeships, contacts should generally continue to be reduced. Following the recommendation to avoid face-to-face events as far as possible, the first selection round should be organized digitally. The decision on whether to organize the second selection round as a digital, hybrid or face-to-face event is up to the selection committee. In the case of a face-to-face event, compliance with the 3G regulation is mandatory.

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, as well as present proof of recovery or vaccination or certified proof of a negative rapid antigen test or PCR test.

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 "6. 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)

¹³ A person is freshly vaccinated or recovered if vaccination or recovery took place less than three months ago (currently this regulation is only based on federal decisions).

¹⁴ For contact persons who have not been boosted or freshly vaccinated or recovered, quarantine usually ends after ten days; a test for release from quarantine is possible after seven days at the earliest (currently this regulation is only based on federal decisions).

25. Company Sport

Company sports at DESY in closed rooms are prohibited until further notice.

External persons will not be granted access to the sports areas until further notice.

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 **in Hamburg**, where no special hygiene and distance rules apply, **at least** a medical mouth/nose protection, i. e. a so-called surgical mask, must be worn. The same obligation applies to tunnels. **In Zeuthen, FFP2 masks are mandatory.**

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. **At DESY in Hamburg, the wearing of FFP2 masks in closed rooms is strongly recommended, at DESY in Zeuthen it is mandatory.** Persons involved in work at a distance of less than 1.5 m from other persons *must* wear such FFP masks.

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 DGUV¹⁵ 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.

¹⁵ 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. **Only operationally necessary face-to-face meetings are permitted.**
- 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

- For 2G+ events (voluntary) as well as for events with external participants, visitor groups and for groups in the student laboratories in Hamburg and Zeuthen, hygiene concepts are made available on the DESY website, each of which contains individual instructions on the applicable safety rules.¹⁶ In the case of 2G(+) events, the official notification obligations must be observed.¹⁷
- Private events with link to DESY (e.g. farewell and disputation parties) in closed rooms are not permitted in DESY premises.
- The maximum number of participants under 3G conditions 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 existing technical device (according to review by D5) can be found on notices in the rooms.
- 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 under 3G conditions 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.
- For 2G+ events (implemented in accordance with the hygiene concept), masks and distance rules are not mandatory in the designated rooms.
- 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.

¹⁶ https://www.desy.de/coronavirus/internal/documents_and_forms/index_eng.html

¹⁷ In Hamburg according to § 10j para. 3 of the SARS-CoV-2-Eindämmungsverordnung (<https://www.hamburg.de/verordnung/>) (only in German)). In Brandenburg according to § 11 para. 3 Sentence 1 No. 2 of the SARS-CoV Containment Ordinance (https://bravors.brandenburg.de/br2/sixcms/media.php/76/GVBl_II_106_2021.pdf) (only in German)).

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.
- 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

Vaccinated and recovered persons entering from a high-risk area¹⁸ are not banned from entering the campus. All other persons who have been in a high-risk area in 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 in accordance with the regulatory requirements¹⁹. However, the test can be performed at the earliest on the 5th day after entry. 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. 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 concern¹⁸, the 14-day entry ban can only be lifted early if the affected virus variant area is classified as a high-risk area after entry and before the 14 days have elapsed.

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 high-risk or virus-variant areas:

Colleague X travels to Liechtenstein on 1 November and continues to France on 3 November. On 10 November, he travels from France back to Germany. On 12 November, 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 high-risk areas or areas of variants of concern by the RKI on 10 November (= day of entry to Germany). Only areas in which he has stayed are relevant, a transit does not count as a stay. On 10 November, France was not listed as a high-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 November, colleague X – unless vaccinated or recovered – is not allowed to enter the campus for 10 days from the day of entry into Germany, i. e. again on 20 November at the earliest. If colleague X is vaccinated or has recovered, there is no access ban. The access ban of colleague X can also be lifted early by presenting a negative molecular biological test. However, testing to lift the access ban may be carried out no earlier than the 5th day after entry, i.e. no earlier than November 15. In addition, the obligation to provide proof must already be observed when entering Germany on November 10 (proof of vaccination, recovery or test).

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 November 24 at the earliest. In addition, the proof requirement must already be observed when entering Germany on November 10 (only test proof is permitted).

If neither France nor Liechtenstein had been on the list of RKI risk areas on 10 November, colleague X – provided he feels healthy – may enter the campus again without restriction on 12 November. The 10- or 14-day entry ban also ends early if the respective high-risk or area of variants of concern is no longer classified as such after entry and before the end of the segregation period.

¹⁸ High-risk area or area of variants of concern is what is classified as such 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)

¹⁹ <https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen/guv-19-lp/coronaeinreisev.html> (see website for English version)

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 "8. 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.

As before, all users (with the exception of DESY and XFEL users) must present a negative PCR test before starting the experiment. Since 2 December 2021, only vaccinated or recovered users (with the exception of DESY and XFEL users) will be allowed to enter the DESY campus, and a negative PCR test will continue to be required.²⁰ The test result must not be older than 48 hours at the time of entering the DESY campus.

The general mask and distance rules remain in force for user operation despite the 2G+ regulation for external users.

As soon as possible after entering the campus, the vaccination/recovery certificate and 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 Test Beam: [Test Beam 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 quarantine required by the authorities must be confirmed by signature.

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.

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.

For external users from a foreign RKI risk area²¹ on the campus, there is also a general obligation to provide proof applies to all persons entering the country, regardless of the means of transport and regardless of whether they have previously stayed in a high-risk or area of variants of concern. Persons over 12 years of age must always have a negative test result, proof of vaccination or proof of recovery on entry. In addition, when entering the Federal Republic of Germany after a stay in a foreign high-risk or area of variants of concern, special registration, proof and quarantine obligations must be observed. In the case of entry from areas of variants of concern, there is - subject to very narrowly defined exceptions - a ban on passenger transport by train, bus, ship and flight directly from these countries.

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

²⁰ The costs for the test cannot be covered by DESY.

²¹ High-risk area or area of variants of concern is what is classified as such 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)

DESY Guidelines Corona Virus/COVID-19, valid from 17 January 2022

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.

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

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	Face-to-face events according to Guidelines/hygiene concepts, digital events basically 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	Adaptation of the level system: To Go + On Site operation with DACHS registration	Only To Go operation	No operation
Periods (approx.)	01/06/2020 – 04/11/2020 01/11/2021 – 28/11/2021	01/04/2020 – 31/05/2020 05/11/2020 – 15/12/2020 31/05/2021 – 31/10/2021 29/11/2021 – 16/01/2022	11/01/2021 – 30/05/2021 Since 17/01/22	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 117²²).
- 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.

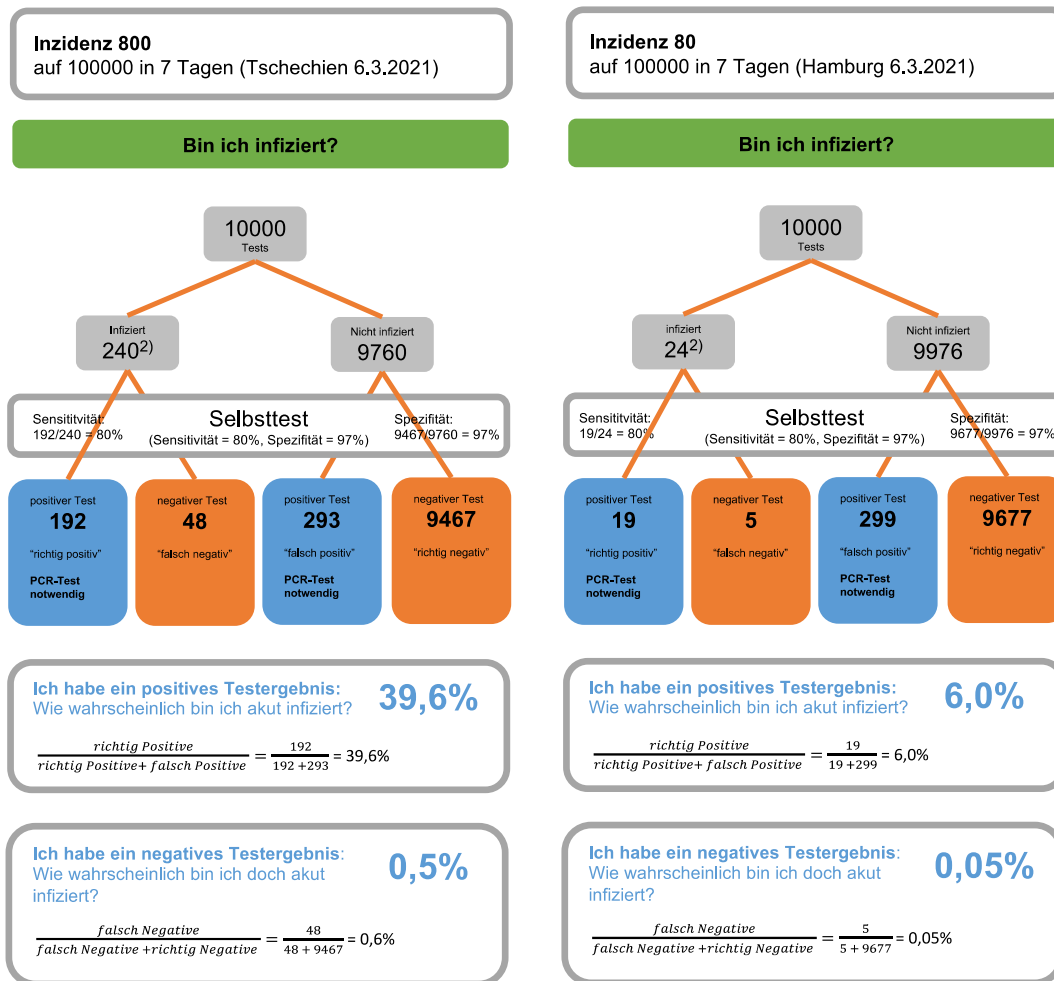
Please take a positive test result seriously. Even if it turns out to be a false positive, the next positive result may indicate a real infection. If all people in a group are tested negative, this significantly reduces the risk of infection on that day. Self-testing is therefore an important building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

More protection for yourself and others. Stay healthy.

²² 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 results²³

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?



²⁾ 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.

²³ 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

Appendix VII: Implementation of the 3G Rule at the Workplace at DESY²⁴

The group leaders are responsible for the implementation of the control obligations in their groups. Insofar as this leads to unreasonable difficulties in individual cases, e.g. in the case of very large groups, shift operations or for other reasons, the implementation can also be delegated by the division heads or other superiors appointed by them. The delegation must be documented.

The group leaders shall record the vaccination or convalescent status of the employees under their supervision once and store the following information in a list (digitally or in paper form):

- Name, first name
- Organizational unit
- Date of verification
- Proof of vaccination yes/no
- Period of validity of the convalescent certificate (if applicable)

The data must be kept inaccessible to other persons and deleted no later than six months after collection. The group leaders are reminded regularly to delete the data from old tests. If possible, the vaccination certificates should be checked digitally (e.g. with the CovPassCheck app²⁵); the DESY Medical Service is available to provide advice.

Persons who do not wish to present proof of vaccination/recovery must present a valid test certificate on all days on which they do not work in the home office. The proof of testing must be a certified proof of a negative rapid antigen test or PCR test. The legal validity period of rapid antigen tests is 24 hours and the legal validity period of PCR tests is 48 hours. Self-tests are not permitted. Individuals who cannot be vaccinated for medical reasons or who have been vaccinated with vaccines not approved in the EU can seek advice from the DESY Medical Service (be-triebsarzt@desy.de or -2171).

The test certificates must be submitted or digitally transmitted to the responsible group leader by a time individually set by the group leader for a specific day without being requested to do so. The group leaders deposit the following information in a list (digital or in paper form):

- Name, first name
- Organisational unit
- Date of verification
- Period of validity of the test certificate including the time indicated on it.

This data must also be kept inaccessible to other persons and deleted no later than six months after it has been collected. The group leaders are reminded regularly by a central office to delete the data from old examinations.

Persons who refuse to comply with this regulation must expect consequences under labour law.

²⁴ Implementation regulation currently until until 31/01/2022.

²⁵ This app can be used to scan QR codes from the CovPass or Corona Warning App. Feedback is given as to whether the vaccination is already complete. For those who have been fully vaccinated, the name and date of birth are also displayed so that a comparison can be made with an identification document.