

# DESY Guidelines Corona Virus/COVID-19

General safety rules at DESY for handling the corona virus, valid from 15 February 2023



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## 1. Up-to-date Information

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DESY is currently in Level 1 „Safe Normal Operation“  
(see Appendix II for a level overview).

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

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

Current information on the situation in Germany:

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

Medical on-call service: 116 117

## 2. General Hygiene and Ventilation Rules

All employees and campus users are asked to observe the following 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.

A spatial distance, especially in highly frequented rooms such as the canteen, can reduce the risk of droplet infections. The same applies to wearing medical masks or masks with a higher protective effect (FFP2/3) in closed rooms. Further information on the different types of masks is provided in a separate document on the website ([link](#)). Individual questions (e.g. in the case of pre-existing conditions) can be answered by D5 or the DESY 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 Arriba. In Zeuthen, the masks are issued via the goods issue department.

Protective masks are to be used by one person only.

## 3. 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.

The declaration can be found at: [link](#)

The declaration is to be replaced shortly by the new works agreements on working hours at both sites.

## 4. 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.

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

The official isolation requirement for persons tested positive for Covid-19 has been dropped in Hamburg and Brandenburg. Employees who have tested positive are asked – if they are able to work – to work mobile for at least five days, if possible and after prior consultation with their supervisor, and to test themselves before returning to the campus.

Employees with symptoms such as fever or dry cough are also asked – if they are able to work – to work mobile until the symptoms have cleared, if possible and in consultation with their supervisor.

### 4.2 Overview: Rules after staying in foreign risk areas

Two categories of risk areas are defined: areas of virus variants of concern and areas where a virus variant of concern is likely to occur. "Simple" risk areas and high-risk areas have been eliminated.

There are still special notification and documentation requirements and a quarantine requirement for persons who have been in an area classified as an area of virus variants of concern at the time of entry at any time in the ten days prior to entry. In the case of entry from these areas, passenger transport by train, bus, ship and air from these areas is prohibited, subject to very narrowly defined exceptions. For areas where a virus variant of concern is likely to occur, an official testing obligation applies upon entry.

The access rules supplement the official regulations on the part of the employer, which must be observed with priority.<sup>1</sup>

For external users, separate rules apply for access to the campus (see Appendix I).

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 RKI area of variants of concern <sup>2</sup>	Yes	- 14 days counting from the day of entry into Germany. - Exception possible if the affected virus variant area is no longer classified as such 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, the person should work mobile until return to campus is possible.
Stay in a foreign RKI area where a virus variant of concern is likely to occur	No	-	- Observe general testing obligation for entrants

<sup>1</sup> Federal coronavirus entry regulation as of 01/07/2023: <https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen/guv-19-lp/coronaeinreisev.html>

<sup>2</sup> 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](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](mailto:health.service@desy.de).

## 5. 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 in Annex I.

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.

## 6. Hostel

The DESY guest houses in Hamburg cannot be used for the quarantine that may be prescribed by the authorities after an entry from virus variant areas.

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

## 7. Mobile Work

The applicable works agreements on mobile work must be observed at both sites.

## 8. Vaccinations

The DESY Medical Service advises on basic immunizations and booster vaccinations if required.

## 9. Events and Meetings

If an event is planned as a face-to-face event, remote participation should generally be possible for individual employees who wish to do so for **infection protection** reasons (hybrid event).

## 10. Contact Addresses at DESY

Central e-mail address: [health.service@desy.de](mailto:health.service@desy.de)

For all questions about handling the Coronavirus/COVID-19 at DESY. Questions to this address will be answered by employees of the Occupational Health Management (BGM) on weekdays. Please provide the following basic information for campus admission requests after your stay abroad: Date of entry or return to Germany as well as country/region from which the entry is made.

Contact for confidential individual cases:

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

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

## 11. Travel/Business Trips

With regard to travel abroad, please note the following:

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

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 there is only possible in exceptional cases with the approval of the division management.

## 12. Self-tests

DESY provides self-tests for free to all employees. The self-tests are intended exclusively for operational purposes, and the time required to carry them out is working time.

Employees with a positive self-test are asked to follow the recommendations listed in 4.1. A "package insert" with further explanations on self-tests can be found on the website ([link](#)).

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

## 13. 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, continues to meet as needed.

## 14. 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 "4. Access to the DESY campus"). If mobile work is not possible, these days must be taken as holidays. Otherwise, DESY is entitled to reduce the salary for this period.

## 15. 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 I).

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

This appendix regulates the participation in experiments at PETRA III, FLASH and DESY-Testbeam especially for external users. For personnel of external companies, the same safety rules apply as for DESY employees, see also "5. External companies".

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

These rules for external users apply in addition to the respective regulations established by the federal and state governments and in addition to the general regulations listed in this guideline.

In user operation, it is recommended to continue wearing FFP2 masks. All users are requested to perform a self-test prior to their arrival<sup>3</sup>. Users with a positive self-test or Corona-relevant symptoms are requested not to enter the DESY campus. Regular self-tests during the stay are also requested; in case of a positive self-test during the stay, contacts should be avoided and the DESY hostel and the respective contact persons for users (for PETRA III and FLASH: Beamline Scientists/local contact as well as [DESY Photon Science User Office](#); for Testbeam: [Testbeam Coordinators](#)) should be informed.

After a previous stay in an area of variants of concern, participation in experiments at DESY is not possible. A short stay that is negligible with regard to infection risks, e.g. for rest or refueling, is not considered as a stay. Transfer times at an airport count as a stay.

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

Violations of the regulations for external users or the general DESY-Corona rules may be punished by exclusion from the experimental operation.

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<sup>3</sup> The costs for the testing cannot be covered by DESY.

## Appendix II: Overview of DESY levels for handling the Corona virus

Level	1	2	3	4	5
<b>DESY Level Name</b>	Safe Normal Operation	Reduced Operation Mode (2.0)	„Lockdown Light“	„Hard Lockdown“	„Government Shutdown“
<b>Research Infrastructures/User Operations</b>	User operation according to rules in Appendix I	User operation with security measures (especially mandatory testing for users)	User operation with security measures (mandatory testing for users) and the restrictions listed under "Mobile Work" for campus-related activities	Infrastructures in shutdown, no user operation	Infrastructures in shutdown, no user operation
<b>Mobile Work</b>	Mobile work according to works agreements on mobile work (see "7. Mobile Work")	Mobile work to a large extent; work in the workshops, user operations, and the like takes place on campus within the scope of applicable safety measures	Mobile work by default, except: <ul style="list-style-type: none"> <li>– On-campus activities required to maintain safety and prevent significant damage to facilities</li> <li>– Work required as part of Corona research</li> <li>– Other activities for which further delay is unreasonable, e.g., for scientific, technical, or training reasons, including related work such as in workshops</li> </ul>	Mobile work by default except: <ul style="list-style-type: none"> <li>– On-campus activities required to maintain safety and prevent significant damage to facilities</li> </ul>	All employees work mobile, except: <ul style="list-style-type: none"> <li>– On-campus activities required to maintain safety and prevent significant damage to facilities (issuance of "passes" in accordance with divisional emergency lists already prepared)</li> </ul>

Level	1	2	3	4	5
Events	Face-to-face events according to Guidelines	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	To Go + On Site operation	To Go + On Site operation	Only To Go operation	No operation
Periods (approx.)	01/06/2020 – 04/11/2020 01/11/2021 – 28/11/2021 Since 05/05/2022	01/04/2020 – 31/05/2020 05/11/2020 – 15/12/2020 31/05/2021 – 31/10/2021 29/11/2021 – 16/01/2022 25/03/2022 – 04/05/2022	11/01/2021 – 30/05/2021 17/01/2022 – 24/03/2022	13/03/2020 – 31/03/2020 16/12/2020 – 10/01/2021	-