

## **Operational and hygiene concept to enable research activities at HIM**

### **Operational concept**

The Helmholtz Institute Mainz (HIM), a joint facility of the Johannes Gutenberg University Mainz (JGU) and the GSI Helmholtzzentrum für Schwerionenforschung GmbH with its headquarters on the JGU campus, is in emergency operation for the protection of all employees (w, m, d) according to the guidelines of the university management and the Corona Control Ordinance of the State of Rhineland-Palatinate. This means that only measures to maintain the infrastructure and a minimum operation of the administrative unit by individual employees (w, m, d) are guaranteed. In principle, all work that does not require daily attendance is carried out in the home office.

In order to enable the continuation of research work for doctoral, master's and bachelor's theses, so that studies and qualification phases can be completed, as well as to continue time-limited third-party funded projects, HIM aims for a limited resumption of research work. In order to keep the risk of infection for our staff (w, m, d) as low as possible, our aim is to keep the number of staff present in the building as low as possible in order to minimise direct contact. Appropriate hygiene measures, i.e. disinfectants for hands and surfaces, mouth-nose protection and disposable gloves, are also provided by the institute for the employees (w, m, d).

The plan is to limit the number of employees present (w, m, d) in the building, which has a usable area of 3600 sqm, to 50 persons (out of a total of 150 employees). This is achieved by the fact that the building is basically closed and can only be entered with an access authorization. Per experimental research section (5 in total) only a maximum of 8 employees (w, m, d) may be present at the same time, in the theory section 3 employees and in administration and technology together 4 employees. The research activities in the individual sections will be adapted according to the specifications and will be checked by the Institute's Board of Directors with regard to compliance with and the requirements of the Institute. The decision on the organisation of the research projects in accordance with the specifications mentioned here is the responsibility of the heads of the research sections. The number of scientists (w, m, d) per laboratory is to be limited to 2 persons in order to ensure safety at work on the one hand and to keep the total number of persons as low as possible on the other. Exceptions are the open-plan laboratories, i.e. the experiment hall (approx. 500m<sup>2</sup>) and the laboratory with the room number 01.179 (96 m<sup>2</sup>), which can be used by 8 (hall) or 3 (laboratory) persons. The laboratory can be used in shifts to have the possibility to carry out several experiments and at the same time to keep the number of present employees (w, m, d) low. Therefore fixed teams are formed and assigned to a shift. A database will be introduced for the classification of shift work. The database will be stored on the Institute's internal websites, where it can be adapted at any time by the Section members and where compliance with the specifications can be monitored by the Directorate. The two offices (14-16 sqm) may only be used by one person, the six offices (30 - 33 sqm) may be used by a maximum of three persons at the same time. Work that does not require presence in the building must be carried out in the home office.

The meeting rooms can be used by a maximum of 3 people at the same time. The conference rooms are opened for meetings for up to 8 people. For this purpose, they will be equipped with appropriate seating. The purpose of opening up the seminar rooms is to provide researchers with an area where they can hold discussions on their project work (e.g. the laboratory crew

and the project manager) while observing the rules of distance. Otherwise there would be a risk that such discussions would take place in less suitable areas. The use of the rooms is regulated and controlled via a web-based allocation system.

HIM does not have its own workshops, but uses those of the Institutes for Nuclear Physics and Physics, as well as those of the Department of Chemistry at the TRIGA site, and follows the regulations there if necessary.

### **Hygiene measures**

To prevent infections among the employees present (w, m, d) or to keep the risk as low as possible, the following hygiene measures are implemented:

- When entering the building, hands should be disinfected. For this purpose, disinfectant dispensers are set up at all entrances.
- The left main entrance door is to be used for entering the building, right main entrance door for leaving the building. Signs and arrows will indicate this
- The lift may only be used by one person.
- For the staircases a one-way system will be introduced. The central stairwell in the foyer is used for ascent, the south and north stairwells for descent. The regulation will be made clear by billposting.
- It is not permitted to stay in the corridors and general areas.
- In order to avoid the use of door handles and handles, toilet doors and corridor doors are locked in the open position and closed again in the evening, as far as this is possible according to the fire protection regulations.
- Posters on the toilets will be put up for correct hand hygiene.
- The tea kitchens and the catering kitchen are closed for operation.
- In case of contact with the secretariats or the administrative units, visitors are requested to register in advance by telephone or e-mail and in principle not to enter the room.
- If the distance between persons (at least 1.5 m) cannot be maintained in the laboratories, e.g. during assisting activities, the wearing of a mouth and nose protector is mandatory. Washable masks and disposable masks are provided by the institute. If the short distance between persons is longer than 15 minutes, ffp2 masks must be worn, which are also provided by the institute.
- Generally used contact areas are to be cleaned by the respective users after use. Cleaning agents will be placed there.
- Sufficient ventilation must be provided in all rooms.
- Every staff member present will receive a documented briefing on these rules by e-mail. The operating instructions (see appendix) will be posted on the notice board and also handed out to all those present with the instruction. Each person must confirm taking note of both documents before entering the HIM building for the first time.
- Employees of the experimental groups present must be assigned to a laboratory and office space, so that a rest room is available for longer stays, while ensuring that the rules of distance are observed.