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Risk Assessment of IdeaSquare building with respect to the COVID-19 risk

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The building is composed of:

- One main hall, with the presence of a double decker bus;
- Different offices, which are of two sizes: 14 m² or 28 m²;
- One kitchen;
- 2 workshops, 1 clean room and one dark room.

2. General health and safety rules for the COVID-19 risk

The general CERN health and safety instructions concerning the COVID-19 risk can be found on the CERN documents: Memorandum Covid-19 measures [Ref. 1], the COVID-19 related instructions on office work places [Ref. 2]. In addition, the instructions about HVAC can be found at [Ref. 3]. The rules and instructions described in these documents shall be followed by all persons accessing the CERN site.

Any violation to these rules will trigger the immediate stop of the activity.

Looking at potential scenarios where personnel could be exposed to the risk of COVID-19 contamination, the mitigation strategies described in the Chapter here below should be implemented before the start of the activities.

For any additional doubts or questions about the COVID-19 risk, please contact the EP Safety Office or visit the [HSE FAQ website](#).

This risk assessment is valid during the CERN Level 2 "Yellow" COVID phase (see [Ref. 4]).

3. Control measures for the COVID-19 risk

Looking at potential scenarios where personnel could be exposed to the risk of COVID-19, control measures shall be implemented in the building to minimize the potential risk of contamination.

3.1 Ventilation system of the building

The ventilation system of IdeaSquare takes fresh air, from outside the building, which is redirected in the different rooms of the building, via an extraction system.

The technical document describing the IdeaSquare ventilation system can be found in [Ref. 5].

The extraction of air present in the different rooms of the building is sufficient to host the maximum number of people specified in the Chapters below.

3.2 Rooms of 14 m²

The rooms of size 14 m² in IdeaSquare are the following: R/D03, R/D05, R/C06 (CERN personnel office), R/C09, R/D09 (CERN personnel office), R/E09.

For these rooms, the following specific rules apply, in addition to the ones described in Chapter 2:

- A maximum of **2** people can be present at the same time inside each office;
- The distance between the two desks have to guarantee a minimum of 2 meters distance between the two occupants;
- The door of the room shall be kept open at all times.



Figure 3 - One of the 14 m² offices, with 2 working places.

Room 1/C05 is an office for **1** person and it cannot be used as corridor (blocked on one side).

The following actions has been taken by the EP safety Office and the TSO, for each of the offices listed above:

- The desks have been re-arranged in the correct placement;
- All additional chairs have been removed and stored elsewhere;
- Posters are in place to display the maximum allowed people inside each office;
- Hydro-alcoholic gel and surface disinfectant is present in the offices.

In addition Room R/C08 has the function of a wardrobe area. For the moment this area has been closed, but its usage could change in case of need.

3.3 Rooms of 28 m²

The rooms of size 28 m² in IdeaSquare are the following: R/C03, 1/C04 (CERN personnel office), 1/C09 (CERN personnel office), 1/D09 (CERN personnel office).

For these rooms, the following specific rules apply, in addition to the ones described in Chapter 2:

- A maximum of **3 or 4** people (depending on the furniture arrangement) can be present at the same time inside this office;
- The distance between occupied desks have to guarantee a minimum of 2 meters distance between the occupants;
- The door of the room shall be kept open at all times.

The following actions has been taken by the EP safety Office and the TSO, for each of the offices listed above:

- The desks have been re-arranged in the correct placement;
- Posters are in place to display the maximum allowed people inside each office;
- Hydro-alcoholic gel and surface disinfectant is present in the offices.

3.4 Workshops and Laboratories

Inside IdeaSquare there are different laboratories:

- Machinshop R/A01;
- Electroshop R/B03;
- Lightlab R/08;
- Dark room R/A05;
- 3D printer room 1/D01.

For these areas, the following specific rules apply, in addition to the ones described in Chapter 2:

- The maximum number of people that can be present inside these rooms is **1**, with the exception of the Lightlab, which can host **2** people.

- Each user shall disinfect the common items before and after usage.

The following actions has been taken by the EP safety Office and the TSO, for each of the offices listed above:

- Posters are in place to display the maximum allowed people inside each room;
- Hydro-alcoholic gel and surface disinfectant is present in the labs and workshops.

3.5 Kitchen room R/B09

For kitchen, the following specific rules apply, in addition to the ones described in Chapter 2:

- The maximum number of people that can be present inside the kitchen at the same time is **4**;
- All common cutlery, glasses, pots, cups, etc. cannot be used – only personal items can be used; they have to be brought back and cannot remain in the IdeaSquare kitchen;
- The usage of the washing machine is forbidden;
- The room is cleaned by SMB every day;
- The usage of the refrigerator and microwave have to undergo the following conditions:
 - o A responsible person is nominated;
 - o All food/beverage inside fridge shall be identified (name of the owner);
 - o The parts of the fridge and microwave touched by the users shall be disinfected before and after each use.

3.6 Common items and the main area

Inside IdeaSquare there are different common elements (printer, food/beverage machines, armchairs), and a main area where usually different events take place. In addition, a double decker bus is present in the area and usually used as meeting room.

3.6.1 Common printer and food/beverage machines

For this common elements (printer and food/beverage machines), the following instructions shall be respected:

- A poster with disinfecting instruction should be displayed next to the shared items. Next to it, the disinfecting wipes shall be placed;
- The disinfection of this items shall be done before and after usage by the users.
- The users shall disinfect their hands before and after the usage of this items;



Figure 4 - The common printer of IdeaSquare.

3.6.2 IdeaSquare main area - Events

In addition to the safety rules that can be found in Chapter 2, the following specific instructions for this area apply:

- The speaker of the event (maximum 2 speakers) shall be positioned at least 1.5 meters from the audience and other people present;
- The chairs of the audience shall be placed 1.5 meters one from each other, in order to guarantee social distancing. The total number of chairs that can be currently placed in this area for an audience is **13**.
- After an event/conference, all chairs and other items used by the speaker shall be disinfected – this should be under the responsibility of the event organiser;
- The people subscribed to the event have can use the free rooms in IdeaSquare (not the offices of CERN personnel), under the conditions stated in Chapters 3.2 and 3.3.

The ones here above are general instructions related to the COVID-19 risk; detailed safety assessment shall be done for each event in IdeaSquare. In addition, to be noticed that all the instructions and rules related to the COVID-19 risks (and detailed in this document) are complementary to the general safety ones related to events in IdeaSquare, which can be found on EDMS at [Ref. 6].

3.6.3 Double decker bus

Given the lack of ventilation and air circulation inside the bus, it is not possible to allow a dilution of the potential viral load in this room. In addition, the use of armchairs fixed inside the bus cannot be allowed, since they cannot be disinfected after each use.

Thus, no presence/meetings inside the bus are allowed and its access will remain closed for the time being.



4. References

[Ref. 1]: Memorandum Covid-19 measures, EDMS 2596226

[Ref. 2]: COVID-19 related instructions on office work places, EDMS 2398834

[Ref. 3]: CERN instructions on COVID-19 related health and safety measures - HVAC - Appendix A, EDMS 2389839

[Ref. 4]: Level 2 "Yellow" phase - <https://hse.cern/alert-level/general-level-2-yellow>

[Ref. 5]: Ventilation of Cernlab ([EDMS 1321943](#))

[Ref. 6]: EDMS folder - IdeaSquare general documentation ([EDMS CERN-0000205403](#))