

# Covid-19 Safety Briefing

This safety briefing is an introduction to the Covid-19 safety measures. As the situation is evolving, this will be replaced by updates, e-learning courses (mandatory after 18.05.2020), and site specific instructions. It is therefore a first step toward a restart of activities on the CERN site. If in doubt about the implementation of the proposed measures ask your supervisor, TSO, and section leader.

**If you experience flue-like symptoms** such as fever, cough, loss of taste and smell, assume that it is Covid-19, **inform CERN's Medical Service and your supervisor** +41 22 7667777 (8:00-17:00), +41 22 767 4444 (24 hours), [fight.covid@cern.ch](mailto:fight.covid@cern.ch)

- **Do not come to work**
- **Stop your activity immediately**
- Do not go directly to the hospital or your general practitioner, but call the relevant numbers. Switzerland 144, France 15.

Each **person confirmed with COVID** and who has spent time at CERN during the 14 days before the first symptoms appeared **needs to be followed up by CERN's Medical Service**

General information on the Covid-19 situation from HSE <https://hse.cern/content/faq-covid-19>

Unless required by the work, avoid close contact with other people. **Respect interpersonal distancing, do not stay closer than 2 meters to each other**

Wash your hands thoroughly with soap and water or use an alcohol-based hand sanitizer

Keep internal doors open to enhance air circulation and avoid touching door handles

(special rules may apply for air-conditioned environments)

Cover nose and mouth with the crook of your elbow when coughing or sneezing. Use a disposable tissue for nose blowing. Avoid touching your nose, eyes and face.

**Wearing of masks is mandatory in all of CERN's closed spaces**, only exception in offices with one person alone. Mask must be worn outdoors if the distance of 2 m cannot be respected.

If the **interpersonal distance cannot be kept**, **a face shields must be added** in addition to the mask and the PPE required for the work. An electrician helmet with a visor qualifies as face shield.

**Avoid sharing of tools and equipment** if at all possible. Take compensatory measures if you need to share tools or work surfaces, such as disinfecting them at each exchange, or wearing gloves to be disposed at the end of the operation. Disinfect tools after use if they are not explicitly assigned to a single person.

- **Work on the CERN sites must be limited to activities that cannot be carried out in telework**
- Access to the CERN site for persons aged 65+ must get authorization by the Department Head.
- Persons with **vulnerabilities** (pregnancy, cancer, cardiovascular diseases, chronic respiratory diseases, diabetes, immune deficiency, hypertension), **must work remotely**. If persons with vulnerabilities cannot telework the rules for sick leave apply.
- **Individual transport (car, bicycle.... ) is encouraged** for commuting to and on the CERN sites. If public transport must be used, masks should be worn.
- **CERN shuttle: masks must be worn**
- **CERN cars: the individual use of cars is recommended**. If more than one and a maximum of two persons in a car masks must be worn. Each user must clean the areas that have touched (steering wheel, etc.) using alcohol based sanitizer.

- PPE, and cleaning material will be distributed via the groups and sections. Each section centralizes demands for this material, orders and distribution are managed at group level. Ask your supervisor, section leader or TSO.
- Dispose of used PPE in separate trash cans, installed in your work site, or personal trash bags, also provided to you by your supervisor, section leader or TSO.
- Premises will be cleaned according to the CERN-wide hygiene plan
- Work shall be organized in such a way as to allow for a 2 m interpersonal distance. Where this is not possible, the wearing of masks and protective shields is required.
- Meetings must be held remotely using video conferencing.
- If meetings cannot be held remotely, an interpersonal distance of 2 m between each participant must be ensured. The identity of the participants must be recorded by the meeting organizer.
- No gathering of people during pauses or at the restrooms is allowed.

# Mask management

There are different types of masks, **surgical**



and **FFP2** (respirators)

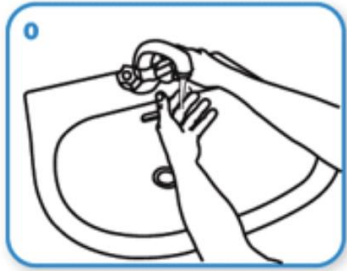


The **surgical masks prevent the spreading of droplets**. They must be worn in all closed spaces at CERN, except in offices with one person alone.

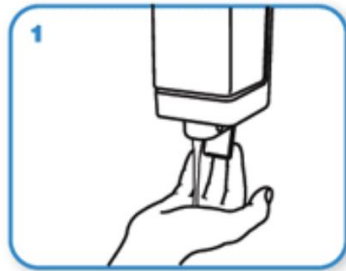
The **ffp2 masks are not for Covid-19**. They must be worn instead of the surgical mask when specifically required by the risk analysis (filtering of fine dust particles).

- Place the mask carefully, ensuring it covers the mouth and nose, and tie it securely to minimize any gaps between the face and the mask. **Beards compromise the sealing effect, the less hair the better.**
- Avoid touching the mask while wearing it
- Remove the mask using the appropriate technique: do not touch the front of the mask but untie it from behind
- After removal or whenever a used mask is inadvertently touched, clean hands using an alcohol-based hand sanitizer or soap and water
- Replace masks as soon as they become damp
- Do not re-use surgical masks
- Do not share masks with others
- Dispose of surgical masks immediately in dedicated containers

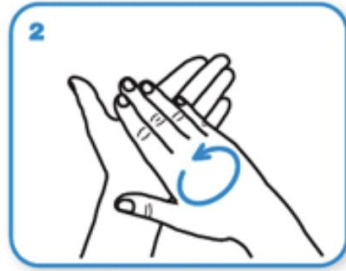
# Washing hands correctly



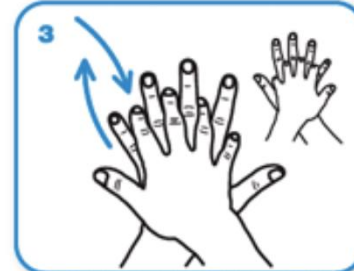
Wet hands with water



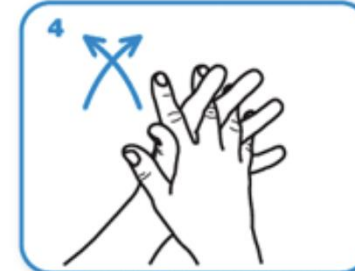
apply enough soap to cover all hand surfaces.



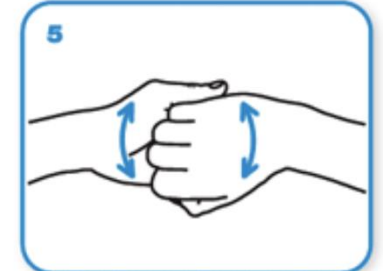
Rub hands palm to palm



right palm over left dorsum with interlaced fingers and vice versa



palm to palm with fingers interlaced



backs of fingers to opposing palms with fingers interlocked



rotational rubbing of left thumb clasped in right palm and vice versa



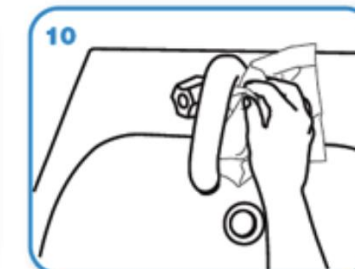
rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa.



Rinse hands with water



dry thoroughly with a single use towel



use towel to turn off faucet



...and your hands are safe.

# Taking off and disposing of gloves



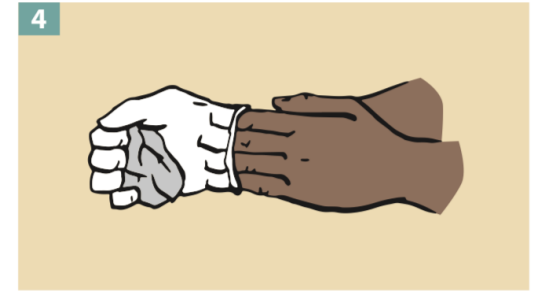
1 Grasp the outside of one glove at the wrist. Do not touch your bare skin.



2 Peel the glove away from your body, pulling it inside out.



3 Hold the glove you just removed in your gloved hand.



4 Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



5 Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



6 Dispose of the gloves safely. Do not reuse the gloves.



7 Clean your hands immediately after removing gloves.