

ANNEX 1

CERN instructions on COVID-19-related health and safety measures

These instructions complement the Memorandum by the Director-General and the Head of the HSE Unit, entitled “COVID -19-related health and safety measures”, issued on 5th of May 2020.

These instructions shall apply as of their publication until they are revoked. They will be reviewed and updated as needed, to take account of the evolution of the pandemic and of scientific and regulatory developments related to COVID-19. Failure to comply with the instructions may impact on access to the CERN sites or entail other sanctions.

With respect to the version from 7th of August 2020 the following paragraphs have been updated : 2.2 and 6.

1. Individual responsibility

Each person present on the CERN site shall comply with the health and safety measures set out hereunder and any instruction given in relation to their implementation:

1.1 Access and work on CERN site

- a) Subject to the specific instructions with respect to illness (cf. paragraph 1.4), age (cf. paragraph 2.2) and persons with vulnerabilities (cf. paragraph 4.7), CERN members of personnel shall work on-site as requested by their supervisor;
- b) Contractor personnel shall come on-site only upon agreement with CERN.

1.2 Hygiene measures

- a) A physical distance of at least 2m shall be respected at all times. Specific COVID-19-related measures shall apply where this distance cannot be ensured;
- b) Masks¹ shall be worn (indoors and outdoors) wherever there is a risk that the physical distance of 2m cannot be ensured at all times; this is the case in particular when entering and moving within buildings or public spaces (e.g. offices; meeting rooms; corridors; restaurants, including restaurant terraces).

In offices and meeting rooms where the physical distance of 2m and proper venting² with fresh air are ensured, persons may remove their masks, while seated.

¹ Unless otherwise specified, or where a risk assessment has concluded differently, masks to be worn shall be at minimum surgical masks of type 1

² Cf. Appendix A, COVID-19 related HVAC instructions [EDMS 2389839](#)

Masks are considered Personal Protective Equipment (PPE)³ and shall be used and disposed of in accordance with the relevant instructions;

- c) Hand-shaking and other close contacts with colleagues are not allowed;
- d) Regular hand washing is required, in particular after the use of sanitary or other common facilities (cash dispensers, vending machines, access devices ...), before and after the use of masks and after coughing or sneezing;
- e) Hands shall be washed thoroughly with soap and water; if not available an alcohol-based hand sanitizer can be used. Hands shall be dried with a disposable tissue;
- f) Wounds shall be adequately protected;
- g) When coughing, sneezing or nose blowing, nose and mouth shall be covered with a disposable tissue or with the crook of the elbow, if no disposable tissue is available;
- h) Touching of face, in particular nose, mouth and eyes, shall be avoided;
- i) Tools, workstations and CERN cars shall be regularly cleaned by the person using them in accordance with the relevant instructions;
- j) Proper venting of workplaces (offices, meeting rooms...) in accordance with the applicable COVID-19 related HVAC instructions⁴ shall be ensured by the occupants of these workspaces.

1.3 COVID Personal Protective equipment (PPE)

- a) PPE (masks, face shields, gloves) shall be worn as foreseen by the applicable work procedures and in accordance with instructions for use;
- b) Touching of masks shall be avoided. Before putting masks on, as well as after taking them off, their wearers shall wash or otherwise disinfect their hands;
- c) After use, COVID-19 PPE shall be disposed in waste bins/bags in accordance with the relevant instructions.

1.4 Illness, suspected or confirmed COVID-19 case or close contact

- a) Any person with an infectious disease shall not come on the CERN site;
- b) Persons with COVID-19 symptoms shall comply with the instructions below. Typical COVID-19 symptoms are:
 - a persistent, dry cough,
 - a sore throat,
 - fever, i.e. a body temperature above 37.5 °C,
 - a loss of taste and/or smell,

³ The expression PPE is a standard term and is used as such in this context. However, it is to be noted that in the case of surgical masks, the person wearing the mask is protecting the persons in their vicinity against COVID-19 droplet infection up to 95 %. It is estimated that a mask provides 10%-20% protection against COVID-19 droplet infection for the person wearing the mask.

⁴ Cf. Appendix A, COVID-19 related HVAC instructions [EDMS 2389839](#)

- muscle pain.
- c) Persons experiencing some or all of the COVID-19 symptoms while being off site, shall contact the CERN Medical Service at + 41 22 766 7777 and follow its instructions. In case of emergency, the national emergency numbers (15 in France, 144 in Switzerland) shall be called;
- d) Persons experiencing some or all of the COVID-19 symptoms while on site shall stop their activity immediately, shall contact the CERN Medical Service at + 41 22 766 7777 and follow its instructions;
- e) Confirmed or suspected COVID-19 cases and close contacts⁵ shall inform the CERN Medical Service and their supervisor of their condition;
- f) Confirmed or suspected COVID-19 cases shall not come on the CERN site for at least 13 days from the date of the first symptoms, including at least 3 days without symptoms⁶;
- g) Close contacts shall not come on the CERN site for 14 days⁷ from their identification as a close contact.
- h) Each confirmed or suspected COVID-19 case that was present on the CERN site during the 14 days before the first symptoms appeared will be subject to a specific follow-up to identify close contacts, if any. Persons concerned shall collaborate as required in this follow-up.

2. Access to the CERN site

2.1. Access to the CERN site of the following categories of persons is prohibited⁸:

- Persons with an infectious disease;
- Confirmed or suspected COVID-19 cases for at least 13 days from the date of the first symptoms including at least 3 days without symptoms;
- Close contacts for 14 days from their identification as a close contact;
- Persons arriving from a country/area identified as a high-risk for COVID-19 infection by France or Switzerland⁹ for 14 days.

2.2. Access to the CERN site for CERN members of personnel aged 70 or over ¹⁰will only be permitted if their activity is certified by the relevant Department Heads or the Spokespersons of the experiments as being essential for strategic or operational reasons.

⁵ Cf. for the definition of confirmed or suspected COVID-19 case or close contact see paragraph 8, Glossary

⁶ Cf. recommendations of the World Health Organization [link](#).

⁷ 14 days correspond to the typical incubation time of COVID-19

⁸ Modalities of work or leave during the access prohibition are defined by the employer. Cf. par. 6 for modalities related to travel to or via countries/areas with a high risk for COVID-19 infection by MPEs and MPATs

⁹ Information about “high risk countries/zones” can be found at [Switzerland - France](#). Ain, Haute Savoie and the Canton of Geneva and Vaud are not on the list of “high risk countries/zones”.

¹⁰ According to the Swiss ordinance persons over 65 are considered vulnerable.

- 2.3. Successful completion of the COVID-19 safety course¹¹ is mandatory to access the CERN site.
- 2.4. Access by visitors to the CERN site shall be limited to essential needs for CERN activities. Prior to access being granted, visitors shall complete the self-declaration form at this [link](#) which shall be sent to them together with the relevant safety information prior to the visit by the visit organiser.
- 2.5. Prior to access being granted, all newcomers to CERN (members of the personnel, contractor personnel that are not registered at CERN) shall complete the self-declaration form at this [link](#) which shall be communicated to them together with the relevant safety information prior to their arrival.

3. Transport

- 3.1. Individual transport (car, bicycle ...) is encouraged, both for commuting with and circulating on the CERN sites. In case of shared private (company vehicles included) or public transport, passengers shall wear masks¹². Use of public transport at peak times shall be avoided.
- 3.2. CERN shuttle: the driver area should be physically separated from the passenger cabin. Passengers shall wear masks. Passengers shall not use the front door of the shuttle if another door exists.
- 3.3. CERN cars: individual use of cars is recommended. No more than two persons shall use a car together and they shall wear masks. Each car user must clean the areas they have touched (steering wheel, etc.) with appropriate means (e.g. alcoholic based sanitizer, diluted (1%) bleach ...) prior to and following the use of the car.

4. Work organisation

- 4.1. Department Heads and Technical Coordinators of the large LHC experiments, as well as contractors, must ensure that the personnel under their responsibility¹³ is provided with the necessary COVID-19-related PPE, as required for their activities.
- 4.2. Department Heads and Technical Coordinators of the large LHC experiments, as well as contractors, shall ensure that each person under their responsibility, has access to adequate sanitary facilities and means, in particular:
 - soap and running water or alcohol-based hand sanitizer;
 - material necessary for cleaning workstations and cars;
 - adequate waste bins/bags.¹⁴

¹¹ Follow COVID-19 course and pass exam

¹² This instruction applies also to people from the same household

¹³ The personnel under the responsibility of the Department Heads and Technical Coordinators includes all members of the CERN personnel.

¹⁴ These are determined by HSE and SMB and provided by SMB.

- 4.3. Premises shall be cleaned according to the CERN-wide enhanced hygiene plan ([EDMS 2383604](#)). Cleaning of the workstations and other tools and accessories remains the responsibility of each individual worker. It is the duty of the supervisor to ensure that the necessary cleaning means are available.
- 4.4. Wherever possible, work shall be organised in such a way so as to allow for a 2m physical distance between people.
Where the distance of 2m cannot be respected, or where the nature of the premises (laboratories, clean rooms, tunnel, experimental areas...) or activity require an enhanced protection additional PPE, such as safety glasses or face shields may be required in addition to the wearing of masks.
Offices: COVID-19 related instructions on office workplaces (cf. Appendix B, [EDMS 2398834](#))
- 4.5. Ventilation of workspaces (offices, laboratories, etc.) according to the HVAC instructions attached hereto shall be ensured (cf. Appendix A, [EDMS 2389839](#)).
- 4.6. As far as possible, workers must be equipped with individual tools and workstations. If sharing of tools or workstations cannot be avoided, compensatory measures shall be put in place, like adequate cleaning or the wearing of gloves.
- 4.7. Depending on their working conditions, specific protection measures shall be set up for persons with vulnerabilities¹⁵. For members of the CERN personnel, the protection measures shall be discussed with the vulnerable person concerned and shall be verified by HSE.
- 4.8. CERN technical contacts for collaboration agreements shall ensure that the collaborating institutions concerned are informed about the CERN COVID-19-related health and safety measures and that the relevant safety documentation is updated. The collaborating institutions shall ensure that their activities and personnel comply with the COVID-19-related health and safety measures. Compliance shall be monitored by CERN in accordance with the applicable procedures.
- 4.9. Each contract responsible must ensure that the contractor(s) under their responsibility is/are informed about the CERN COVID-19-related health and safety measures and that the relevant contractual documents are updated accordingly. Each contractor shall ensure that their activities and personnel comply with the COVID-19-related health and safety measures. Compliance shall be monitored by CERN in accordance with the applicable procedures.

5. Meetings

As far as possible, meetings shall be held remotely using video conferencing or similar means. In addition, a physical distance of 2m between each participant and frequent venting of the meeting room with fresh air shall be ensured. The meeting organizer is responsible for venting the meeting room. If the 2m distance between each participant

¹⁵ The HR measures for members of the personnel with vulnerabilities can be found at this [link](#)

and frequent venting cannot be ensured, participants shall wear masks. Otherwise masks may be removed while participants are seated. The identity of the participants must be recorded by the meeting organizer.

6. Travel

Travel on behalf of CERN (including travel to perform professional activities at other institutions, as well as travel for participation in training courses) is only permitted if it is deemed essential for strategic or operational reasons by the Department Heads or the experiments' Spokespersons concerned. These restrictions also apply to travel that has already been approved.

Employed members of the personnel and associated members of the personnel for the purpose of training (MPATs) shall consult the official travel advisory websites published by either of CERN's Host States, France and Switzerland¹⁶, prior to taking any travel. Where the intended destination (including any transit point) is identified by France or Switzerland¹⁷, as high-risk for COVID-19 infection, the persons concerned shall, prior to departure, discuss with their supervisor and Department Head the modalities of a possible quarantine and any prohibition of access to the CERN site (cf. par. 2.1) upon their return.

Employed members of the personnel and associated members of the personnel for the purpose of training (MPATs) who are subject to quarantine upon return from travel will be required to telework for the duration of the quarantine period.

In case of inability to telework, as evaluated by the supervisor, and if the travel was on behalf of CERN or due to urgent family reasons (such as death or serious illness of a family member), the person concerned will be placed on absence for public health restrictions for the duration of the quarantine period.

In case of inability to telework, as evaluated by the supervisor, and if the travel was neither on behalf of CERN nor due to urgent family reasons, the person concerned will be required to take annual or saved leave for the duration of the quarantine period.

7. Events

¹⁶ High risk countries/areas for COVID-19; [Switzerland - France](#) Ain, Haute Savoie and the Canton of Geneva and Vaud are not on the list of "high risk countries/zones".

¹⁷ High risk countries/areas are listed on the official travel advisory websites; [France - Switzerland](#) Ain, Haute Savoie and the Canton of Geneva and Vaud are not on the list of "high risk countries/zones".

Public events and group visits, as well as on-site activities of the CERN clubs, are suspended until further notice.

8. Glossary

For the sake of clarity, the terms hereunder shall be understood as follows:

- Close contact: a close contact shall designate any person for which the physical distance of 2 m with respect to a confirmed or suspected COVID-19 case has not been respected for more than 15 minutes, at any time during work on the CERN site during the 14 days prior to the confirmed or suspected COVID-19 case experiencing COVID-19 symptoms.

Close contact also designates persons working on the CERN site that are considered as a close contact under applicable host states legislation regarding COVID-19¹⁸;

- Confirmed COVID-19 case designates a person that has been declared positive following a RT-PCR test for a COVID-19 infection;
- Suspected COVID-19 case designates a person that the CERN Medical Service or another medical authority has identified as such and that has not yet been tested or has been declared negative¹⁹ following a RT-PCR test for a COVID-19 infection;
- Persons with vulnerabilities designate:
 - Employed members of the personnel and associated members of the personnel for the purpose of training (MPATs) that fulfill the criteria for vulnerability with regard to COVID-19 set out in the relevant [Swiss ordinance](#).
 - Associated Members of the personnel (other than MPATs) that fulfill either the criteria for vulnerability with regard to COVID-19 set out in the relevant [Swiss ordinance](#) or the criteria for vulnerability with regard to COVID-19 set out in the national legislation applicable to their employment.

¹⁸ This includes persons living with or having had social interactions with a confirmed or suspected COVID-19 case or people contacted by national authorities following tracing during a flight or via an official tracing application

¹⁹ RT-PCR tests have a up to a 30% probability of false negative results, e.g. <https://www.bmj.com/content/bmj/369/bmj.m1808.full.pdf>;