

Procedures for using S’Cool LAB for BL4S 2020

under CERN’s phase II COVID-19 measures

1.1 Contact

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1.2 Goal of the document

- Procedure to use S’Cool LAB for different activities while following the CERN COVID-19 specific health and safety measures as of September 2020 (phase 2).
- Suggest a procedure to protect the health and well-being of all people involved including CERN people (tutors) and all external visitors.

1.3 Prerequisites

- Any request for using S’Cool LAB must be approved by Sascha Schmeling (IR-ECO-TSP).
- External visitors will be informed about S’Cool LAB’s COVID-19 measures prior to accessing the lab.
- By registering for an activity in S’Cool LAB, the participants declare that they have been informed about, agree with, and assure to follow S’Cool LAB’s COVID-19 measures. In the case of under-age participants, it is the organiser’s responsibility¹ to inform the parents about S’Cool LAB’s COVID-19 measures and to have the parents’ consent.
- For CERN internal events, the budget code of the requesting CERN department must be communicated to us at along the event request to cover operational

¹ E.g.: teacher in the case of BL4S

costs (security, cleaning, etc.). We cannot guarantee that Covid19 related cost can be charged on the specific covid19 budget code.

1.4 Health and Safety

- The organiser is responsible for the application of health and safety standards by all participants at all times.
- We reserve us the right to stop the workshop if participants repeatedly violate these rules.
- SMB (Site Management and Buildings Department) is commissioned to do deep cleaning of all spaces before and after each event, including disinfection of chairs and tables². The cleaning is at the organiser's expense, if not covered by the specific covid19 budget code.
- The ventilation in S'Cool LAB is in accordance with health and safety requirements (100% fresh air, exchange of 3500 m³ per hour)
- All doors are opened (and closed) by the organiser or local contact prior to an activity and remain open when participants enter to limit the contact with the door handles. The door handles need to be disinfected regularly by the organiser (disinfectant wipes with EN 14476 standard are provided).
- All persons entering S'Cool LAB need to disinfect their hands with hydro-alcoholic solution. Dispensers will be located at both entrances.
- Wearing a type 1 surgical mask is mandatory when entering S'Cool LAB. The mask must be worn correctly during all activities in S'Cool LAB, if not indicated otherwise. Spare mask can be obtained at both entrances. All participants need to disinfect their hands with hydro-alcoholic solution before and after handling of their mask.
- Respecting a 2m distance between each person during any activity in S'Cool LAB is mandatory. This rule applies not for short moving around under the condition that all participants wear masks (going to restrooms, intervention of tutor, group photo).

² Following CERN's covid19 regulation, i.e. using disinfectant with EN 14476 standard. Alternatively, chairs and tables are not used and stored separately for 120 hours.

- All used masks and all potentially contaminated waste (e.g. paper tissues) need to be disposed at the exit of S’Cool LAB in a closed bin intended for that purpose.
- Toilets: The toilets at entrance of Microcosm can be used according to the signage displayed. Strolling around in the hallways and in the Microcosm, exhibition is prohibited. CERN members should privilege the toilets in building 4.
- Every participant will have a chair and a table assigned for the duration of the programme, using labels with numbers.
- Conference equipment:
 - o Regular cleaning is provided by a technician³ (microphones, mouse, keyboard, touch screens...) with wipes complying with the EN14476 standard.
 - o Only handheld microphones are used. Each microphone must be used by one single person during the event. If not possible, a setup to avoid touching of the microphones is installed.
 - o The external cleaning of the microphone will be done with a wipe (in accordance with the EN14476 standard); the microphone grid will be sprayed with a special cleaning product for microphones.
- The use of the library and the bag shelves is prohibited. Appropriate signage will be added. Personal items are stored near the chair of each participant.

1.5 Access to S’Cool LAB

- For public visitors: organised in coordination with the visit service.
- CERN members should privilege the access via the parking of building 4.
- To ensure suitable distance between participants when entering, signage on the floor will be added at both entrances.

1.6 Contact tracing

- There will not be additional recording of personal data.

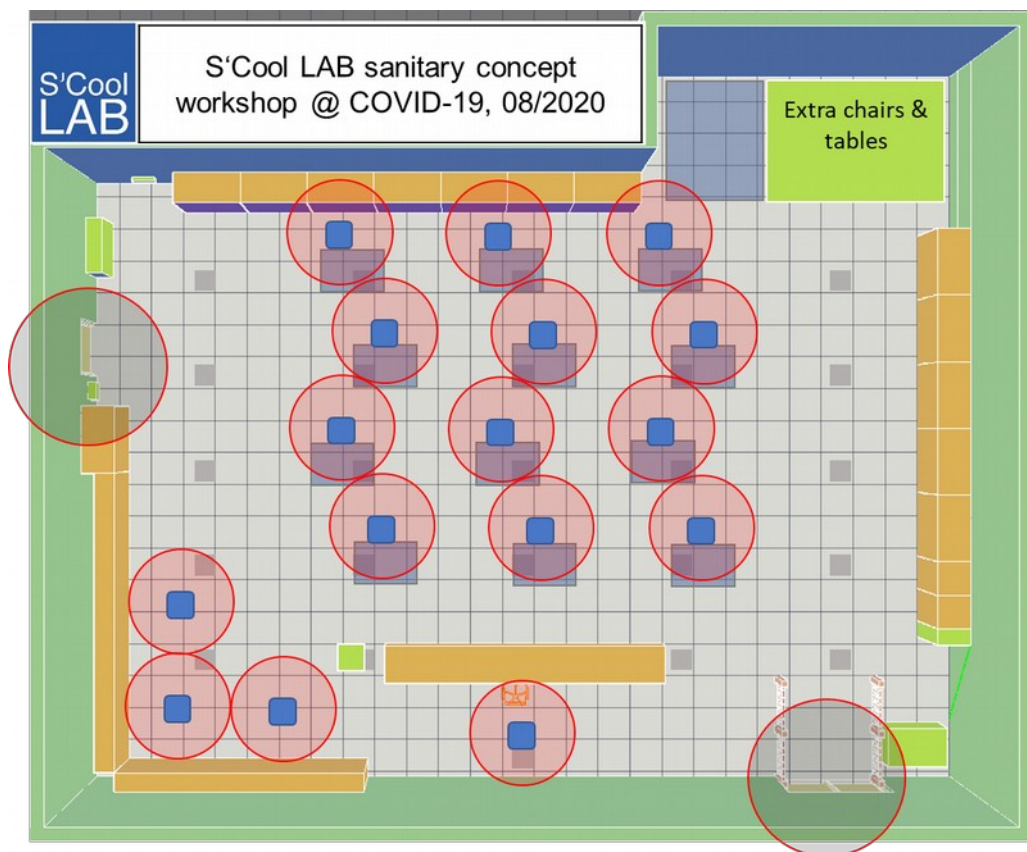
³ Wearing mask and latex/nitrile gloves

- It is the organisers responsibility that the respectively other party is informed, if an involved person develops symptoms or is tested positive for Covid19, up to seven days after the activity.

1.7 Capacity, room layout and special instructions

Layout:

- Maximal 12 tables with 12 chairs for maximal 12 participants
- Access to power sockets possible
- Bags of participants stored underneath their table
- 4 chairs for tutors or accompanying personal
- Approx. 1h needed to prepare the room and 1h to tidy up.



Special instructions:

- Max. 12 participants can work at separate desks with separate experimental equipment while maintain a 2 m distance.
- Laptops:

- Option a) The participants bring their own laptop.
- Option b) S’Cool LAB’s laptops are used and quarantined 120 hours in between 2 different users.
- The masks can be put down only if
 - the participants keep the 2m distance for a longer duration, i.e.: all participants remain seated at their assigned table/chair.
 - The participants respect the procedure to handle their mask described below.¹
- Participants remain at their personal workstation throughout the workshop as much as possible. The tutor(s) remain in the front behind the teacher table whenever possible and use microphones to ensure everyone can hear them.
 - All material needed (e.g. laptops) should be prepared and placed on the table before the activity.
 - Participants do not get up to get material. Instead, the tutors distribute equipment if needed.
 - During the analysis phase, the tutors do not go from table to table but stay in the front behind the teacher table. In case of questions, the tutor instructs participants from the front.
 - If not otherwise possible, the tutor(s) intervene at a specific table (e.g. to ensure safety, or fix problems). This is only possible if all participants wear their masks.
 - The discussion cannot take place at the whiteboard, but instead in “classroom style” with the instructor in the front, participants seated.

¹ Procedure to put down and back on a mask: The mask can be put off, for example, to drink a glass of water. One needs to clean their hands correctly before removing the mask and then hold it by the elastic bands without letting it touch any surface. But as soon as the removed the mask touches a surface which is potentially contaminated, it must be thrown away and replaced. Temporarily a mask can be put on a clean sheet of paper and reused. The piece of paper must be thrown afterwards.