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MEMORANDUM

From: Fabiola Gianotti, Director-General, *Fabiola Gianotti*
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To: Extended Directorate,
Technical Coordinators of the large LHC experiments,

Cc: SAPOCO Chair, President of SA, HSE-MB members, Chair of ACCU

Ref: COVID-19-related health and safety measures for the period covering the
restart of CERN's activities

Date: 5th May 2020

The present memorandum defines the general principles and responsibilities regarding the COVID-19-related health and safety measures applicable during the period of CERN's gradual restart following CERN's safe mode in response to the COVID-19 pandemic. It is complemented by detailed instructions given in Annex 1, which will be regularly reviewed to take account of the evolution of the pandemic and any scientific and regulatory developments. Once CERN's restart is complete, health and safety measures for CERN's operation will be covered by another memorandum.

In accordance with the CERN Safety Policy, the COVID-19-related measures aim at ensuring the best possible health and safety protection of all persons participating in the Organisation's activities or present on its site, independently of their status (staff, users, contractor's personnel, etc.). They take account of relevant regulations and recommendations issued by authorities and other competent bodies in CERN's Host States, by the European Union and by relevant international bodies, such as the World Health Organization.

The principles, and the instructions that complement them, shall be taken into account in the planning and execution of activities during the gradual restart. Deviations therefrom will require demonstration to the HSE unit that an equivalent level of protection is maintained.

1. General considerations

The implementation of the COVID-19-related health and safety measures shall take into account the general prevention principles as defined in particular by the *Council Directive 89/391/EEC of 12 June 1989 on the introduction of measures to encourage improvements in the health and safety of workers at work*. Consequently, priority shall be given to the design of appropriate work processes, engineering controls and organisational measures over collective or individual protection measures.

2. Individual responsibility

Each person participating in the activities of the Organisation, or present on the CERN site, shall take all measures to minimise the risk of contracting and spreading coronavirus COVID-19. To this end, they shall in particular:

- comply with the COVID-19-related health and safety measures, including hygiene measures, defined by CERN (see Annex 1 for details);
- follow the mandatory COVID-19-related safety training provided by CERN;
- seek and follow medical advice from a general practitioner, a specialised medical service of the Host States as well as from the CERN Medical Service when feeling ill or in case of COVID-19 symptoms.

The CERN Medical Service is available for support and shall be informed in case of confirmed or suspected infection with COVID-19.

3. Responsibilities in matters of work organisation

- The Department Heads and the Technical Coordinators of the large LHC experiments shall ensure that activities are organised in a way that takes account of COVID-19-related health and safety measures. To this end they shall in particular:
 - implement the recommended COVID-19-related health and safety measures or define and implement, in consultation with the HSE Unit, the necessary compensatory measures following a risk assessment;
 - ensure that persons under their responsibility have access to the sanitary facilities and Personal Protective Equipment (PPE) as required to comply with the COVID-19-related health and safety measures;
- 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.
- Each technical contract responsible¹ shall 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.

¹ Communications of a contractual or commercial nature will be managed through IPT.

4. Responsibilities for the hygiene of the premises

The hygiene of the CERN premises shall be enhanced to limit the risk of COVID-19 contamination. In consultation with all stakeholders concerned, and in particular the SMB Department, the HSE unit shall establish, for approval by the Enlarged Directorate, a CERN-wide plan defining the cleaning and other hygiene-related measures for the CERN premises in relation to COVID-19. This plan shall in particular define the frequency and level of cleaning and specific COVID-19 measures.

4.1 Responsibilities of the HSE unit

In relation to COVID-19, the HSE unit shall be responsible for:

- Monitoring the evolution of the pandemic and the scientific and regulatory developments in the Host States and in the European Union, as well as any recommendations issued by other relevant international bodies, such as the World Health Organization;
- Reviewing the COVID-19-related health and safety measures as required and submitting updates for consideration and approval by the Enlarged Directorate;
- Supporting the departments and the large LHC experiments in the implementation of the COVID-19-related health and safety measures;
- Defining COVID-19-related PPE required for CERN activities;
- Providing COVID-19-related safety training;
- Providing a COVID-19 helpline for COVID-19-related health advice;
- Monitoring the health of members of the CERN personnel infected by COVID-19.

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 5th of May 2020 and 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.

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 to CERN:

- a) CERN members of personnel shall come on-site only upon request from their supervisor and follow the instructions given by them;
- b) Contractor personnel shall come on-site only upon agreement with CERN.

1.2. Hygiene measures:

- a) Masks¹ shall be worn indoors when other persons are present (shared workspaces) or can be encountered (public spaces). Masks shall also be worn outdoors if the physical distance of 2m cannot be respected. Masks are considered Personal Protective Equipment (PPE) and shall be used and disposed of in accordance with the relevant instructions.
- b) Hand-shaking and other close contacts with colleagues are not allowed;
- c) A physical distance of at least 2m shall be respected. Specific COVID-19-related procedures shall apply in case a closer distance is unavoidable;
- 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 sanitiser 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;

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

- i) Tools, workstations and CERN cars shall be regularly cleaned by the person using them in accordance with the relevant instructions.

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 In case of illness:

- a) Any person with illness shall stay at home;
- 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,
 - muscle pain.
- c) Persons experiencing some or all of the COVID-19 symptoms shall not go directly to the hospital or their general practitioner or to the CERN Medical Service, but call one of the relevant numbers, i.e. 15 or + 33 800 130 000 in France, 144 or + 41 58 463 0000 in Switzerland or the CERN Medical Service at + 41 22 766 7777;
- d) Persons experiencing some or all of the COVID-19 symptoms while on site shall stop their activity immediately, call the CERN Medical Service and follow its instructions;
- e) Persons with a confirmed/suspected COVID-19 infection shall inform the CERN Medical Service;
- f) Persons with a confirmed/suspected COVID-19 infection shall stay at home for the period indicated by their general practitioner or the CERN Medical Service, whichever is the longer, after the symptoms subside;
- g) Each person confirmed with COVID-19 having spent time at CERN during the 14 days before the first symptoms appeared will be subject to a specific follow-up.
- h) Persons whose household members have any symptom associated with COVID-19 shall contact the CERN Medical Service and follow its instructions.

2. Access to the CERN site:

- 2.1 Work on the CERN site shall resume gradually. The presence on site of personnel should be limited to the time required to carry out their activity.
- 2.2 Access to the CERN site for CERN members of personnel aged 65 or over will 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.
- 2.3 CERN members of personnel with vulnerabilities, i.e. pregnant women, persons suffering from cancer, cardiovascular diseases, chronic respiratory diseases, diabetes, diseases or treatments that weaken the immune system, or high blood pressure, shall work remotely. They shall inform their supervisor in writing of their “person with vulnerabilities” status. A person with vulnerabilities that cannot work remotely shall provide a medical certificate assessing their inability to work.
- 2.4 Successful completion of the COVID-19 safety course will be mandatory to access the CERN site from 18th May 2020 onwards.
- 2.5 Access by visitors to the CERN site shall be limited as far as possible. Prior to access being granted, visitors shall complete the self-declaration [link](#). Access shall be granted if the access criteria as defined in the self-declaration are fulfilled. Prior to access, visitors shall receive the relevant safety information.
- 2.6 All newcomers to CERN (new members of personnel, contractors) shall complete the self-declaration [link](#). Access shall be granted if the access criteria as defined in the self-declaration are fulfilled.

3. Transport

- 3.1 Individual transport (car, bicycle ...) is encouraged, both for commuting to and circulating on the CERN sites. In case of shared private or public transport, passengers shall wear masks and a physical distance of 2m shall be respected, if possible. 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. All passengers shall wear masks and respect a 2 m physical distance, if possible. 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 sanitiser, 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 responsibility² 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 sanitiser;
 - material necessary for cleaning workstations and cars;
 - adequate waste bins/bags.³
- 4.3 Premises shall be cleaned according to the CERN-wide hygiene plan (which is expanded to include COVID-19 measures) prepared by HSE, in consultation with the SMB Department and other stakeholders, and approved by the Enlarged Directorate. 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 Work shall be organised in such a way so as to allow for a 2m physical distance between people. Where this distance cannot be respected, or where the risk assessment reveals an increased infection risk due to the nature of the premises or activity, additional PPE, such as safety glasses, face shields or protective screens may be required in addition to the wearing of masks.
- 4.5 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.
- 4.6 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.
- 4.7 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.

² The personnel under the responsibility of the Department Heads and Technical Coordinators includes all members of the CERN personnel.

³ These will be determined by HSE and SMB

5. Meetings

As far as possible, meetings shall be held remotely using video conferencing or similar means. When meetings cannot be held remotely, participants shall wear masks. In addition, a physical distance of 2m between each participant and frequent venting of the meeting room with fresh air shall be ensured. The identity of the participants must be recorded by the meeting organiser.

6. Duty travel

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

7. Events

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