

DESY Guidelines Corona Virus/COVID-19

General safety rules at DESY for handling the corona virus, valid from 10 August 2022



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1. Up-to-date Information

DESY is currently in Level 1 „Safe Normal Operation“
(see Appendix IV for a level overview).

The respective current information and recommendations at DESY can be found at:

www.desy.de/coronavirus and www.desy.de/coronavirus/internal/index_eng.html

Current information on the situation in Germany:

www.rki.de

Hotlines of the health authorities:

Hamburg: (040) 428 284 000 (daily from 7 am to 7 pm)

Brandenburg: (0331) 866 5050 (Monday to Friday from 9 am to 5 pm)

Medical on-call service: 116 117

2. General Hygiene and Ventilation Rules

All employees and campus users are asked to continue to carefully observe the general rules of hygiene.

Our recommendations at DESY are based on the latest scientific findings on virus transmission and infections. Since the data situation is constantly expanding, short-term adjustments and changes are possible.

The following basic rules apply:

- In principle, a spatial distance of at least 1.5 m, preferably 2 m, must be maintained.
- If the spatial distance cannot be guaranteed in exceptional cases – e.g. in the case of joint transport or when working in a cramped experimental hut – organizational or technical options must first be examined, e.g. working at different times, use of shielding, etc.
- The simultaneous, even short-term stay of several persons in an office or similar rooms is voluntary and permissible if the available measures to reduce the risk of infection are sufficiently used (e.g. working in fixed teams, regular ventilation, air cleaning, voluntary self-testing, observance of the spatial distance, use of shielding). Employees who do not wish to share offices and similar rooms – for example, because they or their relatives belong to a risk group – should be allowed individual use of the room, for example, through time-shifted work or home office, provided that these measures are not operationally impossible. For more information on the use of rooms, please refer to “15. Rooms”.
- At DESY, in closed rooms in which existing technical or organizational measures are not sufficient for the protection of the persons present (see also "15. Rooms"), there is an urgent recommendation to wear medical or masks with a higher protective effect (FFP2/3). It is strongly recommended to wear FFP2 masks only, as they provide higher protection against aerosols. Further legal requirements from the area of occupational safety must be taken into account.
- Annex I must be observed; it contains further information on the different types of masks, e.g. on wearing and recovery times. Individual questions (e.g. about pre-existing conditions) can be answered by D5 or the company medical service.
- DESY provides both medical and FFP2 masks for operational purposes. Medical masks and FFP2 masks (the latter in quantities up to 100) are issued in Hamburg by "stock call" in the central

warehouse. Alternatively, these can be ordered via e.biss. In Zeuthen, the masks are issued via the goods issue department. Protective masks are not issued in stock.

- Protective masks are to be used by one person only.

3. Apps of the RKI (Corona Warning App and CovPassCheck App)

The installation of the Corona Warning App on DESY mobile phones is recommended.

The installation of the CovPassCheck App on DESY mobile phones is permitted.

4. Adjustments to Working Time Arrangements

In a joint declaration of the Directorate and the Works Councils in Hamburg and Zeuthen on the COVID-19 corona virus, the DESY working time regulations were adjusted until further notice in order to enable employees and superiors to handle working times as flexibly as possible.

This is also intended as a reaction to possible school and daycare closures.

The declaration can be found at: www.desy.de/coronavirus/internal/index_eng.html

5. Access to the DESY campus in case of a positive corona test or typical symptoms or after staying in foreign risk areas

The access rules apply to DESY employees, service providers and guests. The access rules supplement the applicable official regulations on the employer side. As the organizer of a meeting with third parties, please also inform the persons you have invited about this measure if necessary.

If entering the DESY locations is not permitted due to the following access rules, the following regulations on continued salary payment apply:

For DESY employees, the salary continues to be paid during this time, provided the prohibited access is not caused by the employee. The salary also continues to be paid if, after consultation with the supervisor, home office is possible (also see "19. Vacation"). Employees of other employers on campus must clarify this with their employer.

5.1. Overview: Rules in case of a positive Corona test, typical symptoms or as a contact person

Criteria	Access ban to campus	Duration of access ban	Further measures
Person tested positive for Covid-19	Yes	According to official orders	<ul style="list-style-type: none"> - Urgent request to inform supervisor, Personnel Department (V2) and health.service@desy.de - Quarantine certificate (if available) must be submitted to the HR department - If there are symptoms of illness, a notification of absence (sick) must be made via the GO-Portal - In the case of a symptom-free course, work should be carried out in the home office, if this is possible
Close contact¹ of a person tested positive by certified test (e.g., members of the same household, stay in close field < 1.5 m for longer than 10 min without covering the mouth and nose, or staying together > 10 min in a poorly ventilated room)	No		The person is urgently requested to avoid contacts as far as possible on his/her own responsibility for at least five days (and thus if possible - after prior consultation with the supervisor - to work in the home office) and to test him/herself regularly during this time.
Symptoms such as fever or dry cough, which are typical for an infection with the coronavirus/COVID-19	Yes	Until the symptoms have disappeared	In agreement with the supervisor work should be done in the home office if possible until the person returns to campus

5.2 Overview: Rules after staying in foreign risk areas (see Appendix II for an example)

As of June 1, there is only one category of risk areas: areas of variants of concern. "Simple" risk areas and high-risk areas have been eliminated.

There are still special notification and documentation requirements and a quarantine requirement for persons who have been in an area classified as a area of variants of concern at the time of entry at any time in the ten days prior to entry. In the case of entry from these areas, passenger transport by train, bus, ship and air from these areas is prohibited, subject to very narrowly defined exceptions.

The access rules supplement the official regulations on the part of the employer, which must be observed with priority.²

For external users, separate rules apply for access to the campus (see Appendix III).

¹ https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html (only in German)

² Federal coronavirus entry regulation as of 05/31/2022: <https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen/quv-19-lp/coronaeinreisev.html>

Criteria	Access ban to campus	Duration of access ban	Further information for DESY employees
Stay in the last 10 days (counting from the day of entry into Germany) in a foreign RKI area of variants of concern³	Yes	<ul style="list-style-type: none"> - 14 days counting from the day of entry into Germany. - Exception possible if the affected virus variant area is no longer classified as such after entry and before the 14 days have elapsed 	<ul style="list-style-type: none"> - Observe the digital registration requirement before entering Germany and the general testing requirement for entrants from areas of variants of concern. - Information to supervisor required. - If possible, work should be done in the home office until the person can return to campus.

Since risk assessments and regulations in the federal states can change at short notice, we ask you to regularly inform yourself about the rules that apply to you. If you have any questions, please contact health.service@desy.de.

6. First Aid

First aid must still be given until the rescue service arrives. At present, special attention must be paid to hygiene measures.

In addition to the disposable gloves contained in the first aid kits, FFP2 masks are currently to be worn by both the first aider and the accident/illness victim. A small supply of FFP2 masks is kept in all first aid kits.

Breathing (mouth-to-mouth or mouth-to-nose resuscitation) is not mandatory for untrained persons without appropriate aids. It is important that cardiac pressure massage is performed.

After the assistance, the hands must be properly cleaned or disinfected.

7. External Companies and guests

For guests staying at the DESY premises (Hamburg/Zeuthen) for a short time and employees of external companies on the DESY premises the same protective measures apply as for DESY employees. The regulations for external guests in user operation can be found under item 20 and in Annex III.

The companies will be informed about the measures to be carried out when the work is commissioned. Violations can result in a house ban by V1.

8. Hostel

The DESY guest houses in Hamburg cannot be used for the quarantine that may be prescribed by the authorities after an entry from virus variant areas.

V1 must decide on any other use of the hostel in each individual case, enquiries to hostel@desy.de (for Hamburg) and hostel.zeuthen@desy.de

³ Area of variants of concern is what is classified as such by the RKI on the day of entry into Germany: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html (see website for English version)

9. Home Office

To reduce infection risks, home office options may continue to be used wherever operationally possible and in consultation with supervisors. Individual regulations in the groups are the responsibility of the supervisors. If necessary, office equipment (monitors, chairs etc.) can also be borrowed in consultation with superiors.

Should there be any uncertainties in groups in individual cases, the divisional management must be involved.

10. Vaccinations

DESY participates in the National Immunization Campaign through its Occupational Health Service. Further informations are to be found in separate e-mails.

Persons vaccinated against the coronavirus must continue to comply with all safety measures established at DESY in accordance with current official recommendations.

Employees shall in principle be allowed to attend vaccination appointments after consultation with their superiors; however, this does not entitle them to paid time off. Employees whose vaccination appointments overlap with shift work are exempt.

Basic immunizations and booster vaccinations take place in principle according to the recommendations of the Standing Committee on Vaccination (STIKO).

11. Events and Meetings

Events and meetings can be held in accordance with the rules in these guidelines. Individual hygiene concepts can be added if necessary. For each event, the organizers must check whether the advantages of a face-to-face event justify the increased risk of infection compared to a purely remote event, even if the DESY safety standards are complied with. Even if an event is planned as a face-to-face event, remote participation should generally be possible for individual employees who wish to do so for personal reasons (hybrid event).

When using seminar rooms, please note that only every second seat may be occupied. It is strongly recommended to wear a mask even when seated. Event catering is permitted if sufficient distance between participants can be ensured.

12. Canteen and Cafeteria

Canteen operations in Hamburg und Zeuthen are being maintained, subject to site-specific legal regulations. Currently, the canteens in Hamburg and Zeuthen offer their products for take-away ("to go") and for consumption in the outdoor and indoor areas of the canteens.

Make sure there is sufficient distance of 1.5 to 2 m in the entire canteen area, especially in the entrance area of the Hamburg canteen. It is still strongly recommended to wear a mask in the food service area. On the ground floor of the canteen building in Hamburg there is a 24/7 food vending machine which also provides lunchtime meals.

13. Vehicle Use

Since the minimum distance cannot be maintained in passenger cars, the wearing of medical or masks with a higher protective effect (FFP2/3) is still strongly recommended when sharing DESY cars.

14. Contact Addresses at DESY

Central e-mail address: health.service@desy.de

For all questions about handling the Coronavirus/COVID-19 at DESY. Questions to this address will be answered by a DESY team (employees of the Personnel Department (V2), the Occupational Health Management (BGM) and V1) on weekdays from 8 am to 6 pm. Please provide the following basic information for campus admission requests after your stay abroad: Date of entry or return to Germany as well as country/region from which the entry is made.

Contact for confidential individual cases:

Personnel Department: personal.abteilung@desy.de

DESY Medical Service: betriebsarzt@desy.de or -2171

15. Rooms (Offices, Labs, Workshops, Seminar Rooms etc.)

The simultaneous, even short-term stay of several persons in an office or similar rooms is permissible on a voluntary basis and if the available measures to reduce the risk of infection are sufficiently used (e.g. working in fixed teams, regular ventilation and, if necessary, air cleaning, voluntary self-testing, observance of the spatial distance, use of screens). Employees who do not wish to share offices and similar rooms - for example, because they or their relatives belong to a risk group - should be allowed to use the room individually, for example, by working at different times or using a home office, provided that these measures are not impossible for operational reasons.

If the above-mentioned measures are used to reduce the risk of infection when offices and similar rooms are shared, the recommendation to wear masks is not applicable here.

For other rooms (from five workplaces), such as workshops, laboratories, control rooms and open-plan offices, regulations agreed upon with the respective group management and D5 apply.

At DESY, an urgent recommendation to wear medical masks or masks with a higher protective effect (FFP2/3) applies in closed rooms in which existing technical or organizational measures are not sufficient for the protection of the persons present. It is strongly recommended to wear FFP2 masks only, as they provide higher protection against aerosols.

The simultaneous presence of several persons in seminar or similar rooms is permissible in compliance with the rules under "11. Events and Meetings". In particular, the distance rules must be observed – only every second seat may be occupied. It is strongly recommended to wear a mask even when seated.

The existence and suitability of appropriate technical or organizational measures can be checked by D5 if necessary.

In view of the aerosol risk, care should be taken to ensure that rooms are ventilated as much as possible. Basically, a shock ventilation of at least 5 minutes should be carried out at least once per hour.

16. Travel/Business Trips

With regard to travel abroad, please note the following:

Since 1 October 2020, the travel warnings or travel advisories issued by the Federal Foreign Office have again been announced individually for each country.

Travel to countries for which only travel advisories are available can only be undertaken in exceptional cases with the approval of the Division Directors/Deputy Directors. Since the infection situation can change at any time, it is essential to check in advance whether there are any restrictions on entry or return travel to Germany (e.g. requirements for quarantine or the requirement for a negative test result).

If there is a travel warning for a country, a business trip to that country is generally not possible.

17. Self-tests

As a preventive measure in the Corona pandemic, so-called self-tests are recommended – on a voluntary basis also for vaccinated and recovered persons – for regular testing for infection in order to prevent further spread of the virus. This recommendation is also aimed in particular at employees who work together in close proximity or have a large number of professional contacts. Regular self-testing is still recommended even for vaccinated individuals.

In accordance with the official rules, DESY provides self-tests for free to all employees who do not work exclusively in the home office. Employees should voluntarily test themselves at home on attendance days before starting work. The self-tests are intended exclusively for operational purposes, and the time required to carry them out is working time. “21. Workflow in Case of a Positive Corona Test” and Appendix V are containing information on how to proceed after a positive test result.

If you have any questions, please contact health.service@desy.de.

18. Taskforce Corona

The Board of Directors is following events closely and in consultation with Dr. Bünz, the DESY Medical Officer, and the D5 staff unit, and will adjust recommendations on a daily basis if necessary. The Corona Taskforce, composed of experts from the relevant areas at DESY, currently meets once a week to be able to react quickly at any time. Members of the taskforce are also in close contact with the local authorities in Hamburg and Brandenburg.

19. Vacation

Please take into account that holidays in risk areas abroad may result in an up to 14-day ban on access to the DESY premises after return (see “5. Access to the DESY campus”). If work in the home office is not possible, these days must be taken as holidays. Otherwise, DESY is entitled to reduce the salary for this period.

20. User Operation with External Guests

For user operations with external guests, additional security rules can be issued at the divisions after consultation with the Directorate, which take into account the special requirements (see Annex III).

21. Workflow in Case of a Positive Corona Test

1. Employees with a positive self-test must verify the result by means of a certified rapid or PCR test – in accordance with the applicable state and federal legal requirements. The organisation of the certified rapid or PCR test following a positive self-test is considered working time in this context. If the certified rapid or PCR test is negative, no further steps are required.
2. The manager, with the help of the person tested positive and the DESY Medical Service, identifies all close (occupational) contacts on the basis of the RKI categorization.
3. Close contacts are defined as stays in the near field < 1.5 m without protective masks for longer than 10 minutes, conversations < 1.5 m without protective masks regardless of the length, as well as staying together for more than 10 min in poorly ventilated rooms with probably high concentrations of infectious aerosols. In individual cases, the DESY Medical Service will advise on the categorization.⁴
4. All close contacts will be informed with the assistance of the HR department. They are urgently requested to avoid contact as far as possible on their own responsibility for at least five days (and thus, if possible – after prior consultation with the supervisor – to work in the home office) and to test themselves regularly during this time.
5. The official quarantine periods apply to the time of return to work of the person tested positive.

Orders of the health authority (possibly also subsequently) of course take precedence over the DESY regulations.

22. Interviews and Recruitment Procedures

Applicants must assure the observance of the DESY Corona Guidelines as the applicable hygiene concept before the interview or the test procedure for training positions. Hybrid interviews are still possible.

In all cases, please ensure that there are sufficiently large rooms in which the rules of distance can be observed.

Applicants who are invited to DESY for an interview must first be asked whether they come from a foreign risk area. If this is the case, these persons may only enter the area up to 14 days after the date of arrival (exceptions (see "5. Access to the DESY campus" and Appendix II) apply analogously).

Appendix I: Protective Masks

Medical mouth/nose protection masks, i. e. so-called surgical masks

Medical mouth/nose protection masks – also called surgical masks – prevent people from contaminating their surroundings with exhaled droplets. They do not provide sufficient virus protection for the wearers themselves. At DESY, an urgent recommendation to wear medical masks or masks with a higher protective effect (FFP2/3) applies in closed rooms in which existing technical or organizational measures are not sufficient for the protection of the persons present. It is strongly recommended to wear FFP2 masks only, as they provide higher protection against aerosols.

Since mouth/nose protection masks do not fit tightly, it is relatively easy to breathe with them.

⁴ https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html (only in German)



- Put the mask on so that mouth and nose are covered (see picture).
- The mouth/nose protection is soaked through with the duration of the wearing period; it should then be removed.
- When taking it off, if possible do not touch the fabric surfaces (inside and outside) – only touch the straps and pull them away from the face.
- Avoid contact of the inner surfaces with the face.
- Immediately dispose of the masks directly into a closed waste bin (do not put them away anywhere).
- Use these masks only once.

The DESY Medical Service offers voluntary occupational health advice on the wearing of protective masks, even in special cases, such as previous illnesses (e.g. asthma), psychological stress or in connection with clean room operation.

Community Masks without valve

"Community masks" are masks in the broadest sense, which are sewn (e.g. in self-production based on instructions from the internet) from commercially available materials and are worn in everyday life. The use of community masks is not recommended at DESY.

FFP2/3 Masks without valve

Tight-fitting **FFP masks without a valve** protect the wearer(s) against viruses, too.

These respirators reliably filter even the smallest particles and droplets from the air. The masks have a slightly increased breathing resistance. At DESY, an urgent recommendation to wear medical masks or masks with a higher protective effect (FFP2/3) applies in closed rooms in which existing technical or organizational measures are not sufficient for the protection of the persons present. It is strongly recommended to wear FFP2 masks only, as they provide higher protection against aerosols.

FFP masks are not medical devices and therefore cannot be called medical masks. FFP masks are used in occupational safety and protect wearers from harmful substances and particles in the air they breathe. FFP2/FFP3 masks are suitable for self-protection against bacteria and viruses according to the information of the RKI. Masks according to the Chinese standard KN95 or the North American standard N95 can be equated to an FFP2 mask according to the European standard.



Source: Moldex

The use of FFP masks is explained in the following videos (no advertisement for the companies involved):

[YouTube Channel MoldexEurope](#)

- Place the mask so that the mouth and nose are covered (see picture); press the mask firmly against the face.
- When taking the mask off, try not to touch the fabric surfaces (inside and outside) – only touch the straps to keep the mask away from the face and then pull it over the head.
- Avoid contact of the inner surfaces with the face.
- It is possible to dry worn masks in the air (not on the heater or similar!) and to use them again as long as they are not soiled or very heavily soaked. The total wearing time - also spread over several days - should not exceed approx. eight hours per mask.
- Dispose of the masks directly in a closed waste bin (do not place them anywhere).

FFP2/3 masks with valve

Tight-fitting **FFP masks with a valve** protect only the wearer(s) against viruses, but have a reduced breathing resistance compared to masks without a valve. These masks filter even the smallest particles and droplets reliably out of the air.

Wearing time of FFP masks

- FFP masks have a limited wearing time due to the increased breathing resistance.
- In accordance with DGUV⁵ rule 112-190, the uninterrupted maximum wearing time for a FFP mask without a valve is 75 minutes followed by a recovery time of 30 minutes.

Protection equipment	Wearing time (min)	Recovery time (min)	Operations per working shift	Working shifts per week
FFP mask without valve	75	30	5	4 (2 days – 1-day break – 2 days)
FFP mask with valve	120	30	3	5

- The wearing time can be shortened by general conditions, e.g.:
 - o heavy soiling: clogging with dust increases the breathing resistance;
 - o Difficulty of work (physical and climatic): can lead to faster moisturization;
 - o Personal constitution of the person.
- The shortening of the wearing time must be determined and specified in each individual case and, if necessary, as part of an individual risk assessment.
- A soaked or (e.g. by dust) dirty mask must be replaced (carry a replacement mask with you).
- If the number of operations per work shift is lower than the specifications of DGUV regulation 112-190, the number of work shifts per week can be increased. If you have any questions, please contact D5.
- In exceptional cases, the recommended recovery times may be deviated from in consultation with D5 and the responsible supervisor.

The DESY Medical Service offers voluntary occupational health advice on the wearing of protective masks, even in special cases, such as previous illnesses (e.g. asthma), psychological stress or in connection with clean room operation.

⁵ German Social Accident Insurance

Appendix II: Exceptions for entering the campus on arrival from foreign risk areas

In the case of entries from areas of variants of concern, there is a 14-day ban on entry. It can only be lifted prematurely if the affected area is no longer classified as a area of variants of concern after entry and before the 14 days have elapsed.

A short stay that is negligible with regard to the risk of infection, e.g. for rest or refueling, is not considered a stay. Transfer times at an airport are considered a stay. All persons covered by the exemption should limit social and professional contacts to the absolute minimum necessary until the 14th day after entry into Germany. For questions, please contact health.service@desy.de.

Example of entry from areas of variants of concern:

Colleague X travels to Liechtenstein on November 1 and on to France on November 3. On 10 November, he travels from France back to Germany. On November 12, he wants to return to his office on the DESY campus in Hamburg. However, he must first check which countries/regions were named as areas of variants of concern by the RKI on November 10 (= day of entry into Germany, key date consideration). Only areas in which he stayed are relevant, a mere transit does not count as a stay. On November 10, France was not on the RKI list as a area of variants of concern, but Liechtenstein was. Since the stay in Liechtenstein is less than 10 days before the cut-off date of November 10, colleague X is not allowed to enter the campus for 14 days from the day of entry into Germany, i.e. again on November 24 at the earliest.

In addition, the obligation to provide proof must already be observed when entering Germany on November 10 (only test proof is permitted).

If neither France nor Liechtenstein had been on the list of RKI risk areas on November 10, colleague X would be allowed to enter the campus again without restriction on November 12. The 14-day ban on entry also ends prematurely if the affected area of variants of concern is no longer classified as such after entry and before the end of the segregation period.

Appendix III: Rules for the maintenance of user operation with external users

This appendix regulates the participation in experiments at PETRA III, FLASH and DESY-Testbeam especially for external users. For personnel of external companies, the same safety rules apply as for DESY employees, see also "7. External companies".

DESY is aware of the great importance of its research infrastructures PETRA III, FLASH and DESY-Testbeam for an international user community. In order to maintain a user operation that is sufficiently safe for both users and employees at DESY even under the conditions of the current Corona pandemic, DESY has established special regulations for external users. External users are persons who do not have a permanent workplace on the Bahrenfeld campus or at the European XFEL, but who come to the Hamburg Bahrenfeld campus for the purpose of participating in experiments at the large DESY research infrastructures as well as in other laboratory experiments.

These rules for external users apply in addition to the respective regulations established by the federal and state governments and in addition to the general regulations listed in this guideline.

For external users, participation in experiments is only permitted after submission of an official negative Antigen test certificate.⁶

As soon as possible after entering the campus, the negative **Antigen test result** must be submitted to the respective contact persons for users (for PETRA III and FLASH: [DESY Photon Science User Office](#); for Testbeam: [Testbeam Coordinators](#); for other experiments: respective DESY experiment management) for examination. **Preferably, the test result should be of the same day. In any case it must not be older than 24 hours at the time of presenting it to the respective contact persons.**

The DESY Photon Science User Office provides the users of FLASH and PETRA III with a routing slip on which the necessary verifications are documented. This routing slip is to be carried along at all times.

The DESY test beam coordinators provide the users of the DESY test beam with a routing slip. This routing slip must be carried along at all times.

During user operation, it is strongly recommended to continue wearing FFP2 masks. Furthermore, all users are strongly encouraged to perform a self-test every day during their stay.⁷

After a previous stay in an area of variants of concern, participation in experiments at DESY is not possible.

A short stay that is negligible with regard to infection risks, e.g. for rest or refueling, is not considered as a stay. Transfer times at an airport count as a stay.

For questions, please contact health.service@desy.de

Violations of the regulations for external users or the general DESY-Corona rules may be punished by exclusion from the experimental operation.

⁶ The costs for the testing cannot be covered by DESY.

⁷ The costs for the testing cannot be covered by DESY.

Appendix IV: Overview of DESY levels for handling the Corona virus

Level	1	2	3	4	5
DESY Level Name	Safe Normal Operation	Reduced Operation Mode (2.0)	„Lockdown Light“	„Hard Lockdown“	„Government Shutdown“
Research Infrastructures/User Operations	User operation according to rules in Appendix III	User operation with security measures (especially mandatory testing for users)	User operation with security measures (mandatory testing for users) and the restrictions listed under "Home Office" for campus-related activities	Infrastructures in shutdown, no user operation	Infrastructures in shutdown, no user operation
Home Office	Home Office as general option (see "9. Home Office")	Home office to a large extent; work in the workshops, user operations, and the like takes place on campus within the scope of applicable safety measures	Default Home Office, except: <ul style="list-style-type: none"> – On-campus activities required to maintain safety and prevent significant damage to facilities – Work required as part of Corona research – Other activities for which further delay is unreasonable, e.g., for scientific, technical, or training reasons, including related work such as in workshops 	Default Home Office except: <ul style="list-style-type: none"> – On-campus activities required to maintain safety and prevent significant damage to facilities 	All employees in the Home Office, except: <ul style="list-style-type: none"> – On-campus activities required to maintain safety and prevent significant damage to facilities (issuance of "passes" in accordance with divisional emergency lists already prepared)

Level	1	2	3	4	5
Events	Face-to-face events according to Guidelines	Face-to-face events with security measures generally possible, digital events preferred	Only operationally necessary face-to-face events	Only operationally necessary face-to-face events	Only events permitted by the authorities
Canteen	To Go + On Site operation	To Go + On Site operation	To Go + On Site operation	Only To Go operation	No operation
Periods (approx.)	01/06/2020 – 04/11/2020 01/11/2021 – 28/11/2021 Since 05/05/2022	01/04/2020 – 31/05/2020 05/11/2020 – 15/12/2020 31/05/2021 – 31/10/2021 29/11/2021 – 16/01/2022 25/03/2022 – 04/05/2022	11/01/2021 – 30/05/2021 17/01/2022 – 24/03/2022	13/03/2020 – 31/03/2020 16/12/2020 – 10/01/2021	-

Appendix V: Package insert for antigen self-tests at DESY

DESY provides employees with antigen self-tests for voluntary use at home before starting work – please read the instructions for use of the self-test carefully. Self-tests are a good additional means of preventing infection, but they cannot replace other measures.

The test result is negative

The probability of actually being infectious is significantly reduced. A negative test result is a snapshot and does not rule out infection with the coronavirus.

- Please note that the result is only **valid for one working day**.
- The applicable **DESY rules must be observed** even if the test result is negative.

The test result is positive

SARS-CoV-2 infection is **suspected**.

- Therefore, a **certified rapid test** has to be performed **for verification** (see "21. Workflow in Case of a Positive Corona Test" for the further procedure). The organization of the certified rapid test following a positive self-test is **considered working time**.
- Until the results of the certified rapid test are available, place yourself in **precautionary quarantine**.
- You are urgently requested to inform supervisors, Human Resources (V2) and health.service@desy.de about the positive test.

Good to know

"Am I infected or not?" That is the question the self-test is supposed to answer. However, it is not that simple. The "safety" of the test depends on three factors:

- The probability with which the test detects an infected person (**sensitivity**),
- the probability of how well the test detects a non-infected person (**specificity**) and
- the proportion of people actually infected in the population (**prevalence** or **pre-test probability**).

Self-tests therefore do not detect every infection (**false negative results**) and they also sometimes indicate an infection although none is present (**false positive results**). If only a few people among those tested are actually infected, then positive results are less reliable. However, if a large number of people are infected, positive results are more reliable, but negative results are less reliable. You will find more information on this on the back page.

Act responsibly

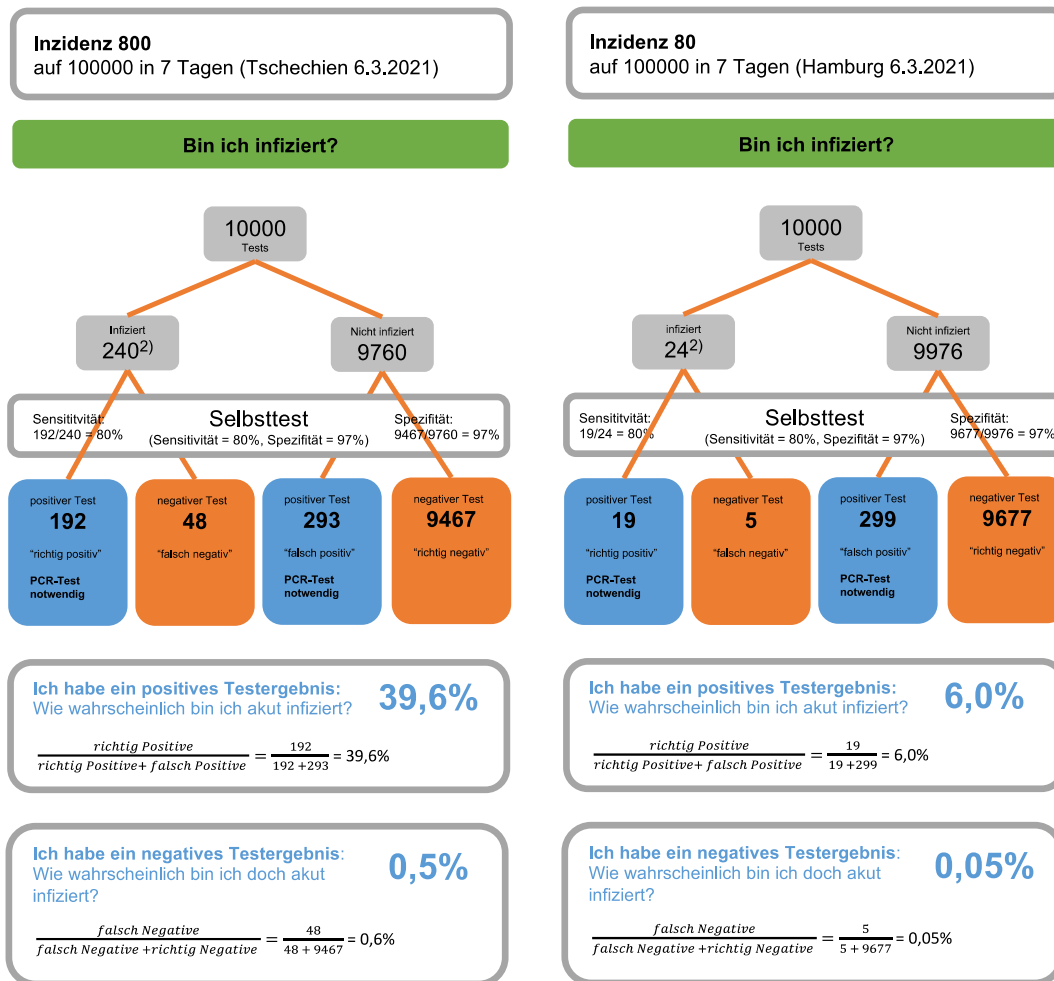
Self-tests require self-responsible action. They offer a good opportunity for early detection of infections that are not yet known. Affected persons can thus inform possible contacts at an early stage and prevent further infections even before the final diagnosis.

Please take a positive test result seriously. Even if it turns out to be a false positive, the next positive result may indicate a real infection. If all people in a group are tested negative, this significantly reduces the risk of infection on that day. Self-testing is therefore an important building block for more safety in the workplace.

More protection for yourself and others. Stay healthy.

Understanding results⁸

The Paul Ehrlich Institute requires a self-test to have a sensitivity of at least 80 % and a specificity of at least 97 % (manufacturers' specifications are often based on laboratory conditions and may differ in practice). What does this mean?



²⁾ Unter der Annahme, dass eine infizierte Person 7 Tage infektiös ist und nur ein Drittel der Infizierten der Meldebehörde bekannt ist (Dunkelziffer von drei) ist diese Anzahl von Personen akut infektiös.

Let's be very concrete

Let us assume that 1,000 people test themselves at DESY on one day. Taking into account the prevalence in the population of 80 per 100,000 (Hamburg, 6.3.2021), 2.4 infected people would be expected mathematically. These persons would be identified in the test with a probability of 80 %. Of the calculated 997.6 other persons, 97 % would be statistically identified as non-infected and 3 %, i. e. just under 30 persons, would be incorrectly identified as infected. In total, therefore, there are arithmetically 31.8 positive self-tests.

The probability that one of these people is really positive is 6 %. **At the same time, the risk for the remaining almost 998 people to meet an infected person has become five times smaller.**

So with a specificity of 97 %, we deliberately accept that there will be a number of false positives to reduce the likelihood of infection.

⁸ The graphic is based on the information provided by the RKI: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Infografik_Antigentest_PDF.pdf?__blob=publicationFile

You can test how good your rapid test result is here: https://rki-wiko.shinyapps.io/test_qual/

Bulletin of the RKI: https://www.rki.de/DE/Content/Infekt/EpidBull/Archiv/2021/Ausgaben/08_21.pdf?__blob=publicationFile