

## **Operational and hygiene concept in restricted regular operation at HIM**

Valid from 10 January 2022

### **Principles**

The Helmholtz Institute Mainz (HIM), a joint facility of the Johannes Gutenberg University (JGU) Mainz and the GSI Helmholtzzentrum für Schwerionenforschung with its location on the JGU campus, is in restricted regular operation according to the guidelines of the university management and the Corona Control Ordinance of the state of Rhineland-Palatinate.

The aim of the following regulations is to enable the best possible working and research conditions while ensuring infection protection for all employees.

In principle, employees can work in the offices and laboratories on site in the HIM building, subject to the number of persons permitted. **Work not requiring presence in the building should be done in the home office.** The respective section heads or line managers decide on the degree of presence in coordination with the staff members.

The building remains closed and can only be entered with an access authorization.

All of the following regulations apply in principle to all persons in the HIM building – regardless of their immune status. Exceptions to this are listed below for the specific regulation.

### **General rules**

The presence of all staff members in HIM must be documented to ensure contact tracing in case of suspicion. The responsibility for this is up to the respective section heads.

Guests, contractors and persons who are not HIM members must be registered for contact tracing. Contact sheets are available at the building entrances – please inform your guests/contractors of this.

As a matter of principle, make sure that the distance regulations (at least 1.5 m) are kept throughout the building. Please move carefully, especially on the traffic routes (corridors) and when entering the common facilities (kitchens, toilets, etc.). There will be no path or floor markings.

A medical mask (FFP2 or surgical mask) must be worn throughout the building. There is no obligation to wear a mask as soon as a person takes a seat in an office, a laboratory or a meeting room and the minimum distance of 1.5 m is kept. This mask exemption applies only to vaccinated/recovered persons who have proven their immune status to their section head. The obligation to wear a mask does not apply to vaccinated persons – regardless of whether other persons in the room have been vaccinated. **Even when taking a seat in an office, laboratory or meeting room and keeping the minimum distance, it is strongly recommended to wear a medical mask if other people are present in the room.**

Special attention must be paid to regular ventilation of all rooms: The rooms must be ventilated at least for 3 minutes every 30 minutes (wide open windows). Alternatively, at least 3 times the air exchange rate must be set for ventilation systems.

### 3G rule at the work place

- Access to HIM will be restricted to people that are either vaccinated, recovered, or tested.
- To proof your status, vaccinated or recovered, the corresponding certificate must be shown to your section head. After registration/checking by your section head via the CovPassCheck-App the certificate will be deleted.
- If you are neither vaccinated nor recovered, you have to present a negative test to your section head every time you enter the HIM. Accepted tests comprise either rapid tests in certified test centers („Bürgerstest“) valid for 24 hours or PCR tests valid for 48 hours. Self tests are no accepted.
- The access to the HIM via the transponder system will be deactivated for people that do not provide a proof in accordance with the 3G rule. If you will only be able to provide the required proof at a later stage, the access will be activated again at that point.
- For vaccinated and recovered people the proof has to be checked and documented only once. For recovered people in addition the expiration date of the recovered status has to be registered. This documentation on the status will be used to administrate the access to the HIM via the transponder system. Access to this information is restricted to your section head and the HIM administration.

### Rules for office use

- In each office, a minimum distance of 1.5 m between the seats must be ensured by the individual table arrangement.
- If this minimum distance is kept, the following limitation of persons applies (number of persons allowed to be there at the same time):
  - 2-person office (14-16 m<sup>2</sup>) max. 2 persons
  - 6-person office (30-33 m<sup>2</sup>) max. 3 persons

### Rules for the use of laboratories/workshops

- In the laboratories/workshops the following limitation of persons applies (number of persons allowed to be there at the same time):
  - Computer room -1.144 max. 11 persons
  - Faraday MAM -1.173 max. 4 persons
  - Laser lab MAM -1.175 max. 5 persons
  - Laser lab MAM -1.177 max. 5 persons
  - Laser lab MAM -1.179 max. 5 persons
  - Electronic workshop 00.171 max. 2 persons
  - Laser lab MAM 00.173 max. 5 persons
  - Laser lab MAM 00.175 max. 5 persons
  - Laser lab MAM 00.177 max. 5 persons
  - Detector lab SHE 00.179 max. 6 persons
  - Faraday MAM 00.181 max. 3 persons
  - Mechanical workshop 00.183 max. 2 persons
  - Experiment hall 00.200 max. 20 persons
  - Adhesive lab SPECIF 00.204 max. 5 persons
  - Clean room 1 00.205 max. 3 persons
  - Surveying SPECIF 00.210 max. 2 persons
  - Bunker 00.220 max. 3 persons

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| ○ Clean room 2        | 00.221 | max. 4 persons |
| ○ Chemistry lab SHE   | 01.171 | max. 6 persons |
| ○ Laser lab EMP       | 01.173 | max. 9 persons |
| ○ Laser lab SHE       | 01.177 | max. 7 persons |
| ○ Preparation lab EMP | 01.192 | max. 6 persons |
| ○ Lumi SPECf          | 01.204 | max. 4 persons |
| ○ Hyp SPECf           | 01.206 | max. 4 persons |
- When working together on experiments, the distance of 1.5 m cannot usually be maintained. In such cases, a medical mask must always be worn.
  - The laboratory can be used in shifts in order to have the possibility to carry out several experiments and at the same time keep the number of staff present low. Therefore, fixed teams are formed and assigned to a shift. The section heads are responsible for the division of shift work.

### Rules for meetings

- **On-site face-to-face meetings are only permitted if this is necessary for operational reasons.**
- For all meetings, the arrangement of tables and chairs must ensure a minimum distance of 1.5 m between the seats.
- If this minimum distance is kept, the following limitation of persons applies (number of persons allowed to be there at the same time):
 

○ Conference room (ground floor)	00.131-00.135	max. 30 persons
○ Meeting room (ground floor)	00.111	max. 2 persons
○ Meeting room (1st floor)	01.149	max. 4 persons
○ Meeting room (2nd floor)	02.211	max. 4 persons
○ Meeting room (3rd floor)	03.143	max. 6 persons
- In the meeting rooms, the air purifiers must be switched on during the meeting and switched off again after leaving; the device power is automatically adjusted by sensors.
- Events in the conference room on the ground floor with external guests are permitted, in compliance **with the 3G rules** and the contact registration rules. **For necessary meetings with external participants or in case of a visit by external companies in the HIM building, the local contact person at HIM is responsible to document that a proof according to the 3G rule has been presented by the external visitors. To this end, either a certificate validated by the CovPassCheck-App or a valid negative test from a certified test center along with a photo-id will be required. Employees of GSI und JGU are not considered to be externals.**

For larger events, a "check in" should be offered in the Corona-Warn-App for all participants. The necessary individual QR code or poster will be provided by the administration when the event is registered.
- **Reservations of the conference room (ground floor) for external events without HIM participation will be restricted and can only be granted on a case-by-case basis by the HIM director.** For these events, in addition, it applies that only vaccinated/recovered persons can participate. This must be verified with the external persons responsible for the event.

### Further protection and hygiene measures

- As a general rule: In the following cases, stay at home or leave the campus. Please inform your section head, your section secretary and the site coordinator immediately in order to coordinate the further procedure:
  - You have COVID19 symptoms of any severity, **especially fever, cough, disturbance of the sense of smell and/or taste** or
  - you are the contact person of another infected person or
  - you have had a positive rapid test (antigen test) or
  - you have had a positive PCR test.

If you have symptoms, consult a doctor or have a PCR test carried out as soon as possible if you are the contact person or have a positive rapid test.

- Rapid antigen tests (self-tests) are available for all staff members in the section secretariats. **Even if you are vaccinated/recovered**, please continue to use these self-tests regularly at home (at least two tests per week if you come to HIM daily) before coming to the HIM. Alternatively, you can also use other rapid test services.
- When returning from a business trip or private trip abroad, please follow the respective valid entry regulations:
  - Entry regulations Rhineland-Palatinate:  
<https://corona.rlp.de/de/themen/uebersicht-quarantaene-und-einreise/einreise-aus-risikogebieten/>
  - Information on the classification of international risk areas:  
[https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Risikogebiete\\_neu.html](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)
- When entering the HIM building, please use the Corona-Warn-App to "check in" at HIM to improve traceability of infection chains.
- HIM provides all employees with hygiene materials, i.e. disinfectants for hands and surfaces, medical masks and disposable gloves.

### Documentation

All employees are informed about the operating and hygiene concept and the additional operating instructions by e-mail and in the internal website area.

All staff members and guests at the HIM are instructed by the respective section heads on the contents of this operational and hygiene concept **and the checking of the 3G rules**.