

**SAFETY REGULATION**

# **Hygiene Guidelines for Safe Operation During the COVID-19 Epidemic**

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*Safety and Radiation Protection (SRP) group  
at European XFEL*

European X-Ray Free-Electron Laser Facility GmbH

Holzknappel 4

22869 Schenefeld

Germany



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# Revisions

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# Preface

In view of the COVID-19 pandemic, the need to operate European XFEL (EuXFEL), while preserving the health and well-being of staff members, presents a considerable challenge. In this document, we present behavioural and organizational guidelines that support efforts of continuing operation. With these guidelines, we attempt to minimize the risk to the health of staff members and the risk of having to shut down again because of the uncontrolled spread of the infection within the company.

These guidelines are based on an important assumption about the mechanism of the infection with SARS-Cov 2. All existing evidence suggests that the transmission of the virus occurs predominantly through the respiratory tract. Small droplets or aerosols containing the virus from an infected person can remain airborne for a considerable amount of time, in particular in enclosed spaces. Contact infection may also occur but seems to play a much smaller role.

These guidelines are organized into three parts: The first part addresses general rules of conduct for all persons who spend time on the premises of EuXFEL: staff, guests, contractors and users. The second part addresses organizational rules that should be implemented and enforced by the management, group leaders, and other members of staff with an executive role. The third part describes exceptions to these rules.

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# 1 Personal behaviour that everyone should follow

Everyone at European XFEL—staff members, guests, and visitors—should follow these personal behaviour guidelines:

- If you have cold- or flu-like symptoms, even if they are only very light, you may not enter the campus.
- After entering the company's premises, wash your hands.
- Frequently wash your hands for at least 20 seconds and then disinfect them, using the products provided in the rest rooms. Follow the recommendations of the World Health Organization (WHO).
- Avoid touching your face.
- Sneeze into your elbow and away from any nearby person.
- Keep a safe distance of 1.5–2 metres from other people, also when working.
- Wear so-called “Medical Face Masks” (surgical masks, FFP2/KN95 masks) inside all buildings when moving around. When sitting down, you may remove your face mask if the maximum occupancy for the room is observed..You can obtain surgical masks at the European XFEL gate house upon request.
- When performing tasks that require working at distances of less than 1.5–2 metres, you must wear an appropriate face mask (FFP2/KN95). The company can provide such masks through the SRP group upon request by the responsible group leaders.
- Do not shake hands.
- If you are infected with SARS-CoV-2 and were on the company's premises at a time when you could have spread the virus, you must report this to your contact person at EuXFEL without delay.

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## 2 Organizational rules

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### 2.1 Offices

The offices at EuXFEL have no active air exchange and hence any infectious material in the air has the potential to stay in the air for a long time. Hence, office occupancy is generally limited to one person at a time. This applies also to larger offices. Exceptions are the offices XHQ E0.205/206 (XBI) and XHQ E2.002 and E1.059. Work should be organized in such a way that these limitations can be observed. For this reason, meetings may also not happen inside offices. These should be carried out in areas where there is an active air exchange, such as the corridors of XHQ or the meeting rooms. Alternatively, it might be considered whether, in good weather, discussions may be done outdoors.

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### 2.2 Meeting rooms

The meeting rooms in XHQ have active air exchange. For this reason, they may be used for small meetings. The Technical Services (TS) and Safety and Radiation Protection (SRP) groups should define this maximum occupancy number based on the specific situation of each room. The information of maximum occupancy is posted outside each meeting room. Meeting rooms in XTOB have no active air exchange. Therefore, they may not be used for meetings at the moment or only in cases where at least windows on two sides are opened. Only the large meeting room upstairs qualifies in this respect.

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## 2.3 Kitchens

Many kitchens are very small. Maximum occupancy is decided by TS and SRP and posted on the outside. The handling of food poses additional risks. Proper hand washing is mandatory immediately after entering and when leaving a kitchen. Kitchen towels need to be replaced with paper towels. All kitchenware needs to be washed using the dishwashers. Manual washing is not allowed. In general, the time spent in the kitchen should be minimized. The coffee kitchen with the Barista coffee machine has no active air exchange. Due to the crowded situation, it is closed until further notice.

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## 2.4 Rest rooms

The rest rooms are very small. Maximum occupancy is limited to a single person. Proper hand washing is mandatory upon entering and before leaving rest rooms.

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## 2.5 Laboratories

The laboratories in E0 typically have eight-fold air exchange. This makes them suitable for higher occupancy. Nevertheless, the number of people working needs to be carefully evaluated in such a way that a 2 m distance rule can be observed while working. This evaluation is done by TS, SRP, and the respective room manager. The maximum occupancy is posted outside the room/laboratory and needs to be integrated into the corresponding onsite training.

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## 2.6 Instrument hutches, control rooms, rack rooms, and balcony rooms

The instrument hutches and the control rooms have air conditioning systems that have variable and sometimes very limited air exchange. The control rooms are also small and crowded. The maximum occupancy is determined by TS and SRP together with the responsible room manager. The numbers are posted outside. The situation in the instrument hutches is complex. The maximum occupancy is evaluated hutch by hutch. This evaluation will be performed by TS and SRP together with the corresponding room manager. The maximum occupancy is posted on the outside of the rooms. The rack rooms have minimal air exchange. Hence occupancy is limited to one person. If electrical or other hazardous work is carried out, this may not be done working alone. As an exception to the rule laid out above, such work may be carried out if all colleagues in the room wear FFP2/KN95 masks. The same applies to the balcony rooms where the occupancy needs to be limited to a single person. Wherever only one person is allowed to work, hazardous work may not be carried out

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## 2.7 Elevators

Maximum occupancy for elevators is posted on the elevator doors.

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## 2.8 Tunnels and shaft buildings

Activities in tunnels and shaft buildings shall be carried out with the minimum number of personnel required. Work sequences shall be planned sequentially and closely coordinated so that the number of persons in a given tunnel is as small as possible and the distance between teams is as large as possible. Access to the tunnel is permitted only with a valid up-to-date work order. For activities where the distance rule cannot be observed, proper personal protective equipment must be worn. Contact SRP for details.

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## 2.9 Workshop and warehouse

The workshop and the warehouse are both spacious. Maximum occupancy is defined as in other rooms. To avoid colleagues from the warehouse having to pass through all offices, a pickup area has been set up.

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## 2.10 BeamStop

- Only take-away service is allowed.
- Occupation of the BeamStop restaurant is limited to one half of the nominal occupancy.
- The general distancing rule must be obeyed while standing in line and at all other times.
- The salad bar needs to remain closed until further notice.
- BeamStop personnel wear face masks and gloves while handing out food.
- Cutlery and glasses are distributed at the food counter by BeamStop personnel.

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## 2.11 Social gatherings

Social gatherings such as birthdays and farewells are currently not permitted on the EuXFEL campus.

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## 2.12 Short-term guests

Short term guests are individuals that come to EuXFEL to carry out work and spend only a few hours on the premises. These guests need to follow the same rules as everyone else on campus. Since these guests are not registered, the EuXFEL contact person is responsible for recording the contact details of these guests using Safety Form 11, “Short-Term Guests: Hygiene Guidelines During the COVID-19 Epidemic”, available on Alfresco XFEL Docs.

For short-term visits by guests coming from areas with an incidence rate of more than 35 cases per 100 000 inhabitants over 7 days, an individual permission must be obtained by contacting health@xfel.eu.

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## 2.13 Training

All staff members who come on site need to follow an additional COVID-19 training that explains the rules in this document. This training should be added as a property to the DACHS areas European XFEL Campus and European XFEL office buildings.

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## 3 Exceptions to these rules

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### 3.1 Room occupancy

Rooms may be used by more colleagues than the maximum occupancy if all persons wear appropriate masks (FFP2/KN95). In particular, this applies to the instrument control rooms.

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### 3.2 Other exceptions

Staff members may request exceptions to these rules by stating their case to the COVID-19 task force by email ([health@xfel.eu](mailto:health@xfel.eu)). They will be informed by email about the outcome of their request by a member of the task force.