CERN Instruction on COVID-19 Health and Safety Measures for contractors

CERN has defined specific COVID-19 related health and safety measures (the “COVID-19 measures”) applicable during the period of CERN’s gradual restart following CERN’s safe mode in response to the COVID-19 pandemic.

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

The COVID-19 measures will apply as from the 5th of May 2020 until they’re revoked. They will be regularly reviewed to take account of the evolution of the pandemic and of scientific and regulatory developments related to COVID-19.

Contractors shall ensure that the COVID-19 measures are taken into account in the planning and execution of their activities at CERN and all relevant contractual safety documents shall be updated accordingly. Contractors shall ensure that their activities and personnel comply with the COVID-19 measures. Compliance shall be monitored by CERN in accordance with the applicable procedures, it being understood that compliance with the COVID-19 measures shall be without prejudice to compliance with all other applicable Safety rules and procedures and with applicable national regulations, as the case may be.

1. Individual Responsibility

Each person present on the CERN site shall comply with COVID-19 measures set out hereunder and any instruction given by CERN in relation to their implementation:

1.1 Access to CERN:
   a) 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 two meters 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;

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 according to EN 14683 standard
c) A physical distance of at least two meters 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;

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

1.3 COVID-19 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 The presence on site of personnel should be limited to the time required to carry out their activity.

2.2 Successful completion of the COVID-19 safety course will be mandatory to access the CERN site from 18th May 2020 onwards.

2.3 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 for circulating on the CERN sites. In case of shared private transport, passengers shall wear masks.

3.2 CERN shuttle: All passengers shall wear masks and respect a two meters 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 Contractors shall ensure that each person under their responsibility has access to adequate sanitary facilities/means, in particular:

- soap and running water or alcohol-based hand sanitizer;
- cleaning material necessary for cleaning workstations and cars.

4.2 Contractors must ensure that the personnel under their responsibility is provided with the necessary COVID-19 PPE, if and as required for their activities.

4.3 Premises will be cleaned according to the CERN-wide hygiene plan (which is expanded to include COVID-19 measures). Cleaning the workstations and related tools and accessories remains the responsibility of the contractor’s personnel.

4.4 Work shall be organized in such a way as to allow for a two meters physical distance. Where there is a risk that the two meters physical distance cannot be maintained for
any reason or where the risk assessment reveals an increased contamination risk due
to the nature of the premises or activity, the wearing of 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, contractor personnel 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 wearing gloves.

5. **Meetings**

As far as possible, meetings shall be held remotely using video conferencing or similar means.
If meetings cannot be held remotely, participants shall wear masks. In addition, a physical
distance of two meters 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 organizer.