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. The COVID-19 measures take account of relevant regulations and recommendations issued by authorities or other competent bodies of CERN’s Host States or the European Union or by international bodies, such as the World Health Organization.

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 the obligation to comply with the COVID-19 measures shall not release the contractor from its obligation to comply with all other applicable Safety rules and procedures and with applicable national regulations, as the case may be.

The COVID-19 measures will be regularly reviewed to take account of the evolution of the pandemic and of scientific and regulatory developments related to COVID-19. The current instructions apply from the date of their publication until they’re revoked. Failure to comply with these instructions may result, inter alia, in CERN refusing access to its site to contractor personnel, it being understood that the contractor shall be liable for the consequences of such refusal of access for the performance of his obligations under the contract.

With respect to the version dated 22nd July the following paragraphs have been up-dated: 1.2b; 2, 2.1; 4.4 or deleted: 2.4.

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 - and work on the CERN site

Contractor personnel shall come on-site only if their name has been put on the CERN Access List their technical contract responsible. Contractor personnel are subject to any access restrictions set out in these instructions.

1.2 Hygiene measures

a) A physical distance of at least 2m shall be respected at all times. Specific COVID-19-related measures shall apply where this distance cannot be ensured;

b) Masks\(^1\) shall be worn (indoors and outdoors) wherever the physical distance of 2m cannot be ensured at all times; this is the case in particular when entering and moving within buildings or public spaces (e.g. offices; meeting rooms; corridors; restaurants, including restaurant terraces).

In offices and meeting rooms where the physical distance of 2m and proper venting\(^2\) with fresh air is ensured, persons may remove their masks, while seated.

Masks are considered Personal Protective Equipment (PPE)\(^3\) and shall be used and disposed of in accordance with the relevant instructions;

c) Hand-shaking and other close contacts with colleagues are not allowed;

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 sanitizer 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;

j) Proper venting of workplaces (offices, meeting rooms...) in accordance with the applicable COVID-19 related HVAC instructions\(^2\) shall be ensured by the occupants of these workspaces.

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\(^1\) Unless otherwise specified, or where a risk assessment has concluded differently, masks to be worn shall be at minimum surgical masks of type 1

\(^2\) Cf. Appendix A, COVID-19 related HVAC instructions [EDMS 2389839](#)

\(^3\) The expression PPE is a standard term and is used as such in this context. However, it is to be noted that in the case of surgical masks, the person wearing the mask is protecting the persons in their vicinity against COVID-19 droplet infection up to 95%. It is estimated that a mask provides 10%-20% protection against COVID-19 droplet infection for the person wearing the mask.
1.3 **COVID-19 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 in accordance with the relevant instructions.

1.4 **Illness, suspected or confirmed COVID-19 case, close contact or persons arriving from high risk countries/areas**

a) Any person with an infectious disease shall not come on the CERN site;

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 while being off site, shall contact the CERN Medical Service at + 41 22 766 7777 and follow its instructions. In case of emergency, the national emergency numbers (15 in France, 144 in Switzerland) shall be called;

d) Persons experiencing some or all of the COVID-19 symptoms while on site shall stop their activity immediately, shall contact the CERN Medical Service at + 41 22 766 7777 and follow its instructions;

e) Confirmed or suspected COVID-19 cases, close contacts\(^4\) or persons arriving from a country/area identified as a high risk for COVID-19 infection by France or Switzerland\(^5\) working on CERN sites shall inform the CERN Medical Service and their supervisor of their situation;

f) Confirmed or suspected COVID-19 cases shall not come on the CERN site for at least 13 days from the date of the first symptoms, including at least 3 days without symptoms\(^6\); Each confirmed or suspected COVID-19 case that was present on the CERN site during the 14 days before the first symptoms appeared will be subject to a specific follow-up to identify close contacts, if any. To this end the contractor shall inform the CERN contact tracing responsible covid-19-contact-tracing@cern.ch of any suspected or confirmed COVID-19 case amongst its personnel working at CERN and collaborate with CERN to identify any close contacts;

\(^4\) Cf. for the definition of confirmed or suspected COVID-19 case or close contact see paragraph 6, Glossary
\(^5\) High risk countries/areas for COVID-19: [Switzerland](https://www.admin.ch/ch保荐/covid-19/19144), France
\(^6\) Cf. recommendations of the World Health Organization [link](https://www.who.int/).
g) Close contacts shall not come on the CERN site for 14 days\(^7\) from their identification as a close contact.

2. Access to the CERN site

Subject always to any access restrictions set out in these instructions, the contractor shall register personnel working on-site on the CERN Access List. The contractor shall inform the CERN technical contract responsible immediately of any confirmed or suspected COVID-19 cases, close contacts or arrivals from a country/area identified as a high risk for COVID-19 infection by France or Switzerland amongst its personnel working on-site. The personnel concerned shall be withdrawn from the CERN Access List during any access prohibition (cf. 2.1). For any contractual questions related to access prohibitions, the contractor shall contact Procurement.service@cern.ch

2.1 Access to the CERN site of the following categories of persons is prohibited\(^8\):

- Persons with an infectious disease;
- Confirmed or suspected COVID-19 cases for at least 13 days from the date of the first symptoms including at least 3 days without symptoms;
- Close contacts for 14 days from their identification as a close contact.
- Persons arriving from a country/area identified as a high risk for COVID-19 infection by France or Switzerland\(^9\) for 14 days.

2.2 Successful completion of the COVID-19 safety course and test is mandatory to access the CERN site.

2.3 All newcomers to CERN (contractor personnel not yet registered at CERN) shall complete the self-declaration link before collecting their CERN access card.

3. Transport

3.1 Individual transport (car, bicycle ...) is encouraged, both for commuting with and circulating on the CERN sites. In case of shared private (company vehicles included) or public transport, passengers shall wear masks\(^10\). Use of public transport at peak times should be avoided;

3.2 CERN shuttle: Passengers shall wear masks. 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

\(^7\) 14 days is the typical incubation period.
\(^8\) Modalities of work or leave during the access prohibition are defined by the employer.
\(^9\) High risk countries/areas for COVID-19: [Switzerland - France](#).
\(^10\) This instruction applies also to people from the same household.
touched (steering wheel, etc.) with appropriate means (e.g. alcoholic based sanitisers, 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 Wherever possible, work shall be organised in such a way as to allow for a 2m physical distance between people. Where the distance of 2m cannot be respected, or where the nature of the premises (laboratories, clean rooms, tunnel, experimental areas...) or activity require an enhanced protection, additional PPE, such as safety glasses or face shields may be required in addition to the wearing of masks. Offices: COVID-19 related instructions on office workplaces (cf Appendix B) shall be respected.

4.5 Depending on their working conditions, specific protection measures shall be set up for persons with vulnerabilities in accordance with applicable laws;

4.6 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;

4.7 Ventilation of workspaces (offices, laboratories, etc.) according to the HVAC instructions attached hereto shall be ensured (cf. Appendix A).

5. Meetings

As far as possible, meetings shall be held remotely using video conferencing or similar means. In addition, a physical distance of 2m between each participant and frequent venting of the meeting room with fresh air shall be ensured. The meeting organizer is responsible for venting the meeting room. If the 2m distance between each participant and frequent venting cannot be ensured, participants shall wear masks. Otherwise masks may be removed while participants are seated. The identity of the participants must be recorded by the meeting organizer.
6. Glossary

For the sake of clarity, the terms hereunder shall be understood as follows:

a) A close contact: a close contact shall designate any person for which the physical distance of 2 m with respect to a confirmed or suspected COVID-19 case has not been respected for more than 15 minutes, at any time during work on the CERN site during the 14 days prior to the confirmed or suspected COVID-19 case experiencing COVID-19 symptoms;

   Close contact also designates persons working on the CERN site that are considered as a close contact under applicable host states legislation regarding COVID-19;11

b) Confirmed COVID-19 case designates a person that has been declared positive following a RT-PCR test for a COVID-19 infection;

c) Suspected COVID-19 case designates a person that the CERN Medical Service or another medical authority has identified as such and that has not yet been tested or has been declared negative12 following a RT-PCR test for a COVID-19 infection;

d) For contractors, persons with vulnerabilities designate contractor personnel that fulfill the criteria for vulnerability with regard to COVID-19 set out in the national legislation applicable to them with respect to their work at CERN.

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11 This includes persons living with or having had social interactions with a confirmed or suspected COVID-19 case or people contacted by national authorities following tracing procedures.

12 RT-PCR tests have a up to a 30% probability of false negative results