

# User Operation at European XFEL during COVID-19 Pandemic

*Date: 19 March 2021 V.2*

1) During the upcoming user run, ‘remote’ user access for all experiments is considered as the general rule. Any exception requires prior authorization, based on the evaluation of the necessity to allow on-site users for a specific experiment. These requests are provided by the Main Proposers and/or Principal Investigator to the User Office. If the authorization is requested for more than 2 users, a detailed written justification is mandatory.

2) A specific online COVID-19 hygiene training is mandatory for all on-site users.

3) Users and staff showing sudden sickness symptoms (even if not cold-like) are not admitted on site, even this was previously authorized. These symptoms may include, for example, fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose but also nausea or vomiting, diarrhea, ...

4) The company social distancing/hygiene measures applying to EuXFEL staff at a specific point in time also apply to users. Below are the measures strictly applicable as of today:

- After entering the campus, everyone should wash their hands.
- Hand washing for at least 20 seconds or/and proper disinfection using the products provided in the toilets/public areas has to be done frequently following the recommendations of the World Health Organization (<https://www.who.int>).
- Touching the face needs to be avoided. No hand shaking.
- It is recommended sneezing into the elbow away from any person close by.
- Keep a safe distance of 1.5 –2m also when working and minimize contacts.
- It is mandatory to wear medical masks inside all buildings (surgical mask or FFP2/KN95 without exhalation valve). It is allowed to take off masks if the maximum occupancy of a room is respected and you reached your seat or when you are alone in a room. If maximum occupancy of a room cannot be kept, everybody in the room must wear a FFP2 mask.
- Joint meals in the kitchenettes are not allowed.
- Tasks that require working at close distances are only allowed with adequate personal protective equipment (FFP2/KN95 masks without exhalation valve), which can be provided via the instrument teams.
- More detailed information about the use of masks on site can be requested from the User Office.

5) Download and installation of the *Corona Warn-App* by the German Federal government is recommended. More information available on this web site:

<https://www.bundesregierung.de/breg-de/themen/corona-warn-app/corona-warn-app-englisch>

6) Occupancy of instrument hutches, user laboratories, meeting rooms, middle zone offices in the main building and other public areas is reserved to a limited number of people, as set and communicated through signposts for each room. For offices, the limit is one person. If these limits cannot be respected, everybody in the room must wear FFP2/KN95 masks without valve.

**7) Travel restrictions** (e.g. quarantine and/or tests to be allowed to circulate freely in Germany) may also apply to authorized users and external collaborators. Since at present the regulations applying are changing **very rapidly**, users should inform themselves regularly and monitor the situation directly.

- For travel to Schenefeld or Hamburg (as final entry point of a trip), to date the following rules apply:
  - For Schenefeld/Schleswig-Holstein: [https://www.schleswig-holstein.de/DE/Landesregierung/VIII/\\_startseite/Artikel\\_2020/\\_Informationen\\_Urlauber/Downloads/infoblatt\\_reiserueckkehrer\\_GB.html](https://www.schleswig-holstein.de/DE/Landesregierung/VIII/_startseite/Artikel_2020/_Informationen_Urlauber/Downloads/infoblatt_reiserueckkehrer_GB.html)
  - For Hamburg:
    - <https://www.hamburg.com/residents/settle/health/14926726/corona-holidays-travel/>
- Proof of the point of departure and itinerary may be requested by the User Office.

8) In case of a suspicion of infection for users or staff involved in experiments before, during or until 2 weeks after the visit to the site, the User Office ([useroffice@xfel.eu](mailto:useroffice@xfel.eu)) must be informed, preferably in writing.

9) In order to be able to react quickly in urgent cases, the User Office collects the (personal) mobile telephone numbers of all on-site users. This information will be stored up to 4 weeks after the end of the experiment and deleted after that time.

10) Unfortunately, due to the very rapidly changing situation, short-notice changes, cancellations and withdrawal of on-site participation authorizations cannot be excluded.

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