

COVID-19 - ESRF bulletin. Updated on 24 March 2020

Please find below an update of the measures taken by ESRF Management with the aim to protect the health and well-being of the ESRF staff and visitors, in line with the recommendations of the French Authorities. <https://www.gouvernement.fr/info-coronavirus>

- Since Monday 16 March 2020, the ESRF site is closed until further notice. As of today, there is no indication to foresee when the ESRF could resume operation.
- As a reminder, only staff members whose presence is required on-site are allowed to come to the ESRF site. In addition to the access certificate requested by the French Authorities and provided by the ESRF, staff members coming on-site must have with them the official document authorising their circulation (« attestation de déplacement dérogatoire »), which can be downloaded from the French Ministry of Internal Affairs website. (<https://www.interieur.gouv.fr/content/download/121787/977785/version/1/file/attestation-deplacement-fr.pdf>). Staff members coming on-site must have both documents with them at all times when coming to or returning from the ESRF.
- It is reminded that all people on the ESRF site must inform the control room by phone (2307), both at the time of their arrival and departure, providing information on their location. During their presence on site, they must avoid contacts with other colleagues and stay only in their work-dedicated space. If this is not possible, during these contacts, they should wear gloves and masks and maintain a minimum distance (~1m) from their colleague(s).
- During the closure period, **staff are invited to continue taking their RTT days or remaining paid leave as usual**, through the absence information system.
- As a reminder, as of 14 March, ESRF staff doing telework have been identified by their supervisors.

<http://intranet.esrf.fr/home/StaffInfo/list-notes/content/listNotes/2020/coronavirus---teleworking.html>

If teleworking is not possible, supervisors have to declare the concerned staff member either on “diverse leave” or on “sick leave” if the employee has children under 16 years old. (2020-227 decree of 9 March 2020, modified on 11 March 2020, having in mind that only one parent is eligible per family). Staff members who wish to benefit from a sick leave must send an official request by email to their supervisor.

All changes in the work organisation should be discussed with the supervisors.

- As a reminder, an IT hotline has been set up to support staff members who are teleworking, and when using tele- and video-conference tools. The IT hotline can be contacted: by email at helpdesk@esrf.fr and by phone (from 8h to 11h30 and from 13h to 17h, from Monday to Friday) at [04 76 88 24 24](tel:0476882424).
- Concerning events organised on site, seminars, conferences, workshops and schools (including synchrotron@school) are suspended until further notice.
- Concerning deliveries of purchases, all deliveries are delayed until 1st of June 2020 at the earliest, except for those related to safety or IT-related emergencies. In such cases, the Director of Administration (sanchez@esrf.fr) and the Chief Safety Engineer (berkvens@esrf.fr) should be contacted to seek their authorisation.