

COVID-19 - ESRF bulletin. Updated on 31 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>

- The ESRF site is maintained closed until further notice, following the announcement last Friday 27 March 2020 by the French Government of the prolongation of the confinement measures until 15 April 2020.
- The ESRF continuity plan is being implemented in order to ensure that essential equipment and installations are kept functioning to enable teleworking for the majority of the staff and in order to guarantee a smooth and safe restart of the facility once this is possible.
- As a reminder, only staff members whose presence is required for the implementation of the continuity plan are allowed to come to the ESRF site. Staff members coming on site must have with them the access certificate requested by the French Authorities and provided by the ESRF (latest version provided to concerned staff members on 25 March 2020).
- Exceptional and punctual requests to come on site must be motivated in the frame of the ESRF continuity plan and sent to the Head of Safety Group by the Director/Head of the concerned Division. These exceptional visits should remain as infrequent and short as possible.
- 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 at the time of their departure, providing information on their location. During their presence on site, they must avoid contacts with other colleagues (if they cross with other colleagues they must be at least 5m away between each other if unprotected) and stay only in their work-dedicated space. If required for professional reasons, during contacts with colleague(s), they should wear gloves and masks and maintain a distance of at least 1 to 2m between each other. Masks and gloves are available at the Experimental Hall Operators' (EHOs') Office and can be requested by phone (2525).
- In order to face the coming weeks efficiently, a work plan for each individual staff member has been prepared and will be assessed on a fortnightly basis starting on Wednesday 1 April 2020. All staff members will be informed by their supervisor of the work to be carried out. Supervisors shall maintain contacts regularly via unit/group meetings and individual communication with staff members under their direct supervision. Any changes in the work organisation should be discussed between the staff member concerned and her/his supervisor.

In particular, staff members will be declared in one of the following categories:

- Presence on site, presence on call or teleworking – Normal working conditions. Normal salary conditions are maintained, and other compensations linked to specific working conditions (on-call, shift-work, etc.) may be added as appropriate.
 - Diverse leave – A leave requested by the ESRF Management, when presence on site, presence on call or teleworking is not possible and not solicited by the Management. Normal salary conditions are maintained.
 - RTT / paid leave – requested by the employee, according to normal practice. Normal salary conditions are maintained.
 - Sick leave – communicated by the employee to the ESRF, according to normal practice. Normal salary conditions are maintained according to the rules in force.
 - Sick leave – declared by the ESRF for employees looking after children under 16 yrs. when these employees are declared by the ESRF as not required for presence on site, presence on call or teleworking (2020-227 decree of 9 March 2020, modified on 11 March 2020). Staff members concerned may contact the HR Service by email at vanyzen@esrf.fr. Normal salary conditions are maintained according to the rules in force.
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- As stated at the beginning of the closure, during the closure period, staff are invited to continue taking their RTT days or remaining paid leave as usual, through the absence information system and, in case, to feed their CET accounts before 31 May 2020.
 - Staff members will be able to carry over beyond 31 May 2020 up to six days of paid leave to be taken within the three-month period following the reopening of the ESRF site.
 - 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.
 - Events organised on site, seminars, conferences, workshops and schools (including synchrotron@school) are suspended until further notice.
 - All deliveries are delayed until 1st of July 2020 at the earliest, except for those related to safety and IT needs required for the implementation of the continuity plan or strategically important. In such cases, the concerned Director/Head of Division shall request authorisation from the Director of Administration (sanchez@esrf.fr) and the Head of Safety Group (berkvens@esrf.fr).

- Specific needs of CRG beamlines' staff and long-term visitors shall be sent to Head of CRG Office (hahn@esrf.fr) or the concerned ESRF contact person respectively, who will ensure their follow-up in the context of the implementation of the present ESRF continuity plan.