

COVID-19 - ESRF bulletin. Updated on 7 April 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 recommendations of the French Government. The restart of on-site activities will be adapted to the strategy and measures stated by the French Authorities, taking into account the evolution of the COVID-19 pandemic in France and in the world, and consistently with our partners from the EPN Science Campus.
- Noting that the majority of ESRF colleagues are confined at home, Management encourages staff, in addition to professional activities, to maintain a strong connection with their network at work, and invites everyone to continue and develop as much as possible informal exchanges and friendly relations with their colleagues. We must all care for any of us who may be facing specific difficulties and, in some cases, may be dealing with problems in our families, which cannot be handled in the normal way due to the present confinement circumstances. It is also reminded that the ESRF Welfare Officer can be contacted at gallais@esrf.fr.
- 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 safe and rapid restart of the facility once this is possible. Consequently, all activities on site such as conferences and workshops, school, seminars, visits, etc. have been cancelled or postponed until further notice.
- As announced on Friday 3 April, the ESRF is ready to consider priority COVID-19 related scientific research projects by making available the Cryo-EM electron-microscopy platform, the MASSIF1 macromolecular X-ray diffraction beamline, and Partnership for Structural Biology facilities, in collaboration with its partners of the EPN Science Campus. X-ray imaging experiments using the BM05 facilities are also under consideration. Experiments at all of these facilities will be carried out by EPN Science Campus colleagues only. This exceptional access, during the ESRF site closure, will be granted with the aim to contribute to the international scientific effort to overcome the COVID-19 pandemic and will be considered on a case-by-case basis. To date, no specific proposal has been received. The ESRF Management estimates a minimum two-week period to restart the required facilities. All relevant bodies will be duly informed.

- Management, in agreement with the Heads of Delegation, has decided that all spring meetings of Governing Bodies (AFC, MAC, SAC and Council) will be held remotely, using video-conferencing tools.
- The Beam Time Allocation Panels (BTAPs), due to meet at the end of April to rank the 1200 proposals received for experiments in the period September 2020 to February 2021 (2020-II round), will meet remotely by video conference. Management has decided that the majority of proposals receiving beam time in the 2020-II round will be carried out without the presence of users on site. The planning and the carrying out of retained experiments will be studied on a case-by-case basis by the concerned beamline responsables together with the User Office, relevant support groups and the Safety Group. It has also been decided to extend the 2020-II round by one month, i.e. until end of March 2021.

As a reminder, information provided in the previous bulletin of 31 March 2020 is reported below:

- Only staff members whose presence is required for the implementation of the continuity plan and, for priority research on Covid-19 if considered, are allowed to come to the ESRF site. Staff members coming on site must have with them the professional access certificate requested by the French Authorities and provided by the ESRF (latest version provided to concerned staff members on 25 March 2020).
- 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).
- 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.
- A work plan for each individual staff member was established on Wednesday 1 April 2020 and is assessed on a fortnightly basis. 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.

As a reminder, staff members have been 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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- During the closure period, staff are invited to continue taking their RTT days or remaining paid leave and, in case, to feed their CET accounts before 31 May 2020. As announced in the last bulletin, 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.
 - 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.