

CSAIO - 21 / November 6, 2020

Isabelle Mardirossian
Sébastien Evrard
Joel Lahaye



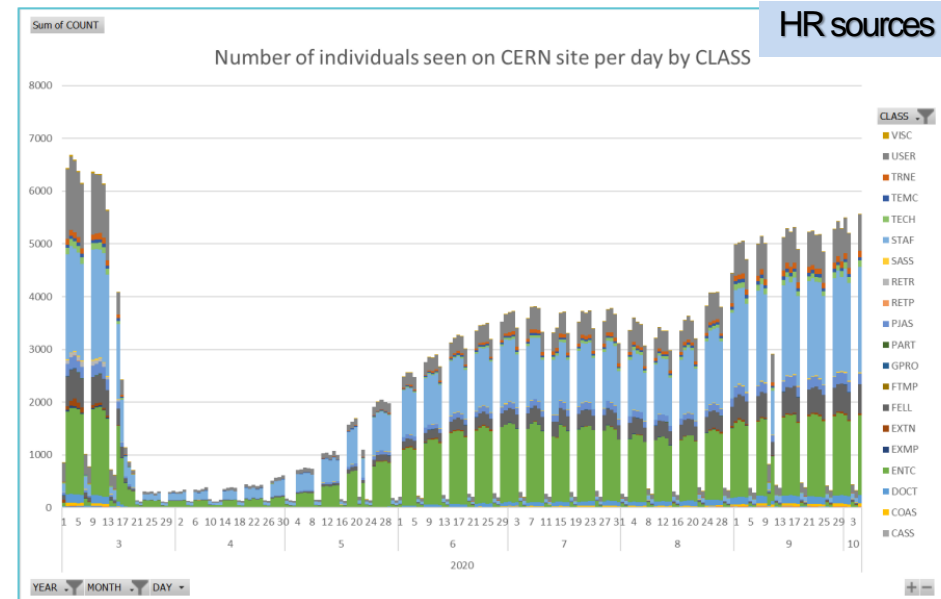


COVID-19 is not Business as Usual !



COVID-19 | first round

- Lock down March 23
- Activation of the crisis management mechanisms
- Introducing flexible arrangements (TW, Special Paid Leave, MPA, doctoral student support)
- Possibility to TW from home station under conditions
- Very gradual return to site (see graph)
- Liaising with host states, medical authorities, other OIs, Staff Association in the crisis team and close contact discussions
- Strong implication of the medical service to inform staff on medical aspect, quarantine (staff / family members)
- Fire fighters on the deck to help local emergency services
- Delivery of protection materials and hydro-alcoholic solution

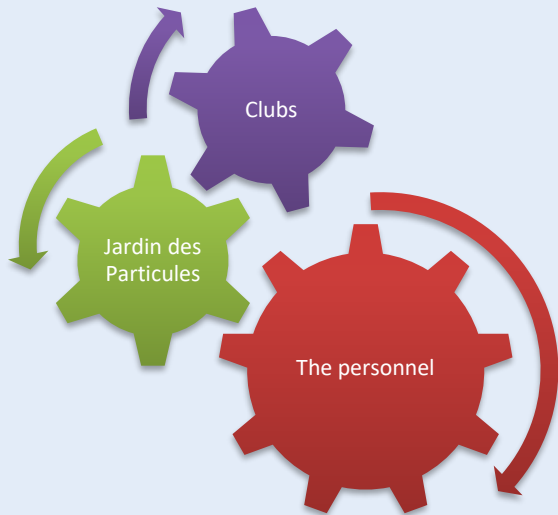


CERN has demonstrated high implications, flexibility and responsiveness in the first round COVID crisis.
Staff Association also answer a lot of questions and compile remarks & comments

COVID-19 | Staff Association contribution

Continue concertation process
& Staff association heavy
implication regarding

Some turbulences during Summer time
Management position versus SA position



50% TW maximum in
September

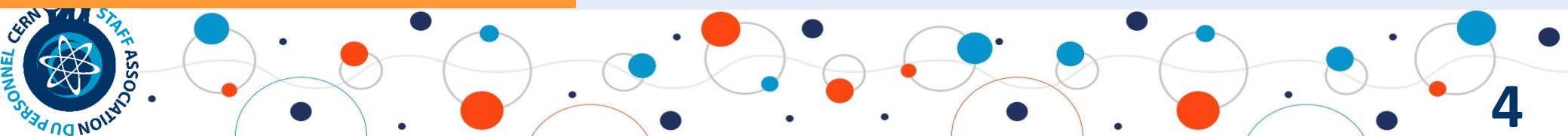
Must TW 60% from
October 20th

New decision starting
from 2 Nov 100% TW
when allowed by the
service

SA always asked for TW total
flexibility from 0 to 100%

SA always asked for TW of 10
days before and after Christmas

Although never invited in ED
meetings except the 23rd of June

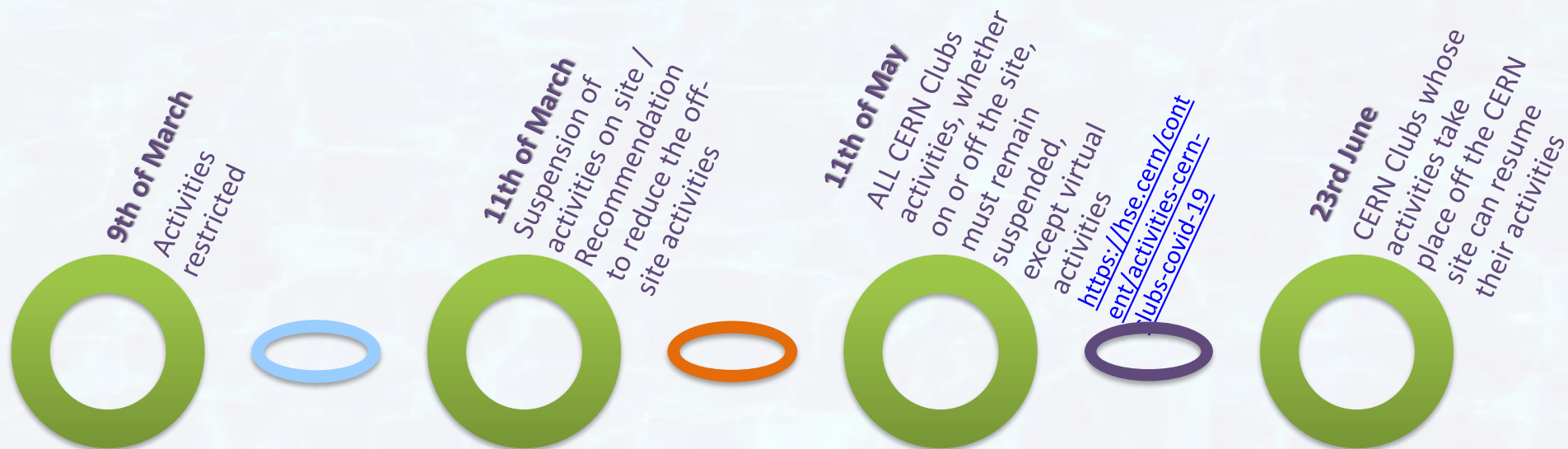


CERN COVID-19 instructions (May 5, 2020)

- On-line training to all staff to be granted site access
- Minimum distance 2 m
- Surgical mask T1
- Specific hygiene measures
- PPE in restricted spaces
- Quarantine for returnees from high-risk countries
- No official mission allowed (some exceptions)
- CERN = French + swiss countries areas restrictions (red zone)

CERN adopt the highest standards in matters of safety from the both host states. CERN site cross the French-Swiss border. Need to have consistent measures on the entire site

COVID-19 | Clubs activities



CERN Clubs whose activities take place off the CERN site (not including the CERN barracks which are considered as part of the CERN Meyrin site) may continue their activities so long as they commit to and are in compliance with the Host State regulations regarding COVID19.

On-site CERN Club activities (on Meyrin and Preveessin sites, including Barracks) are suspended until further notice.

COVID-19 | Table of absence

September – large exchange with the Head Office of the HR department concluding in concertation regarding:

- Keeping both Memos on teleworking and special leave with remuneration

Extensive and regularly discussions regarding the Absence Table, still in evolution

<https://cds.cern.ch/record/2712801/files/AbsenceManagement-Table.pdf>

Main questions treated: teleworking during quarantine in case of “Urgent family reasons” covers either :

- “imperative” reasons which are already defined in current framework (documented by a certificate) - Death of a close relative (R II 4.28) - Serious illness of a close relative requiring the member of personnel to be with the relative concerned (Art. R II 4.27) or
- other “urgent/important” reasons (documented by a declaration (email) addressed to the supervisor with the reason for travelling, person visited, destination and dates of the travel) - Close relative with a health condition requiring assistance - Joining parent/spouse/partner/child at their place of residence Travel for urgent family reasons must be discussed with the supervisor beforehand.



MEMORANDUM

A : M. STEINACHER – Directeur des Finances et des Ressources humaines
J. PURVIS – Chef du Département des Ressources humaines

De : F. GIAMOTTI – Directeur générale
D. Farkel-Wirth, Cheffe de l'Unité HSE

Objet : Télétravail occasionnel pour les membres du personnel

L'Organisation suit l'évolution de la situation concernant le nouveau coronavirus, COVID-19, en lien avec les activités de la Santé publique en Suisse et l'Organisation mondiale de la Santé (mise en place) :

- Les MPE (titulaires et boursiers) qui doivent éviter le risque d'un accident peuvent bénéficier des conditions de la Circulaire
- Les autres catégories de membres peuvent également bénéficier de la compatibilité avec leur organisme, d'origine et d'assurance maladie et accident l'Organisation.

Ces mesures sont prises sur la base de :

DG/2020-077

9 March 2020

MEMORANDUM

To: M. STEINACHER – Director of Finance and Human Resources
J. PURVIS – Head of the Human Resources Department

From: F. GIAMOTTI – Director-General
D. Farkel-Wirth

Cc:

Subject: Special leave with remuneration

Taking into account the current situation of the possible spread of Covid-19 coronavirus, and in accordance with the Organisation's responsibility to safety matters (S. II 2.02 of the Staff Rules), it is hereby decided:

- Employed members of the personnel may be placed on special leave with remuneration, individually or collectively.
- The Director-General shall determine the commencement date, duration and termination of any special leave under these circumstances.
- During the special leave, employed members of the personnel concerned shall:
 - Remain within the local area. Exceptions to this will be granted only to those persons who are away from the local area at the time of the commencement of the special leave and cannot return for reasons of force majeure; and
 - Maintain their work emails and the relevant CERN internet page on a daily basis for any official communication from the Organisation.
- The Director-General may, individually or collectively and with a notice period of a half working day:
 - Pause the special leave and request the employed member(s) of personnel concerned to telework until further notice; or
 - Terminate the special leave and request the employed member(s) of personnel concerned to report for duty at their place of work.
- During the special leave with remuneration granted under this decision, annual and saved leave accrues.
- The provisions of paragraphs 11, 13, 15, 16, 17 and 31 of Administrative Circular No. 21 (0) (06-2) on "special leave for professional reasons and personal convenience" shall apply to special leave with remuneration granted under this decision.

HR-CB

Covid-19 Absence management – MPEs and MPATs

entry into force: 2 November 2020

		Situation	Administrative handling	Comments	
B.3	Quarantine to be observed upon return from a country / area identified by France or Switzerland as high-risk for COVID-19 infection ¹ (incoming quarantine)	Travel was on behalf of CERN ⁴ or Travel was for urgent family reasons ⁵ or Travel started before the country/ area was classified as high risk ³	Telework is possible	The member of personnel or DAO/GAO enters a teleworking (occasional) absence ² for a period of 10 days after arrival.	Agreed exceptions to the quarantine are for urgent interventions or the proper functioning of the Organization as determined by the Director-General. Travel for urgent family reasons must be discussed with the supervisor beforehand. HR is the guarantor of a uniform application + may step in if MP does not wish to disclose family situation to hierarchy.
		Travel started after the country/ area was classified as high risk ³ and Travel was - neither on behalf of CERN ⁴ - nor for urgent family reasons ⁵	Telework is not possible	The DAO enters an absence for public health restriction ⁶ for a period of 10 days after arrival.	
			Full time telework is possible	The member of personnel or DAO/GAO enters a teleworking (occasional) absence ² for a period of 10 days after arrival.	
			Only part-time telework is possible	The member of personnel or DAO/GAO enters a teleworking (occasional) absence ² for the fraction of time on telework for 10 days after arrival and a standard leave (e.g., annual, SLS, or compensation) for the other fraction of the working time.	
			Telework is not possible	The member of the personnel enters a standard leave (e.g., annual, SLS, or compensation) for a period of 10 days after arrival.	

COVID-19

Donation of leave

- This option exists since the results of the last 5YR
- Not in an Administrative circular but mentioned in the admin e-guide
- The Staff Association has been asking for months for this possibility to be used much more flexibly

For MPEs who found themselves in difficult situations please contact HR department and the Staff Association

1200 leaves are left every year



Applicable à : Boursiers, Titulaires

Généralités

Le don de congés est un mécanisme permettant à des [membres du personnel employés](#) d'offrir sur une base volontaire un ou plusieurs jours de congés annuels à un membre du personnel employé, parent d'un enfant gravement malade ou dont le conjoint/partenaire est gravement malade.

Procédure

1. Bénéficiaire d'un don de congés

La possibilité de bénéficier d'un don de congés annuels s'adresse à un membre du personnel employé assumant la charge d'un enfant ou d'un conjoint/partenaire atteint d'une maladie ou victime d'un accident d'une particulière gravité rendant indispensables une présence soutenue et des soins contraignants.

La gravité de la situation médicale, ainsi que le caractère indispensable de la présence du membre du personnel aux côtés de son enfant ou de son conjoint/partenaire sont attestés par un certificat médical détaillé établi par le médecin qui suit le membre de famille concerné.

Pour bénéficier d'un don de congés, dans la limite de 30 jours maximum par année de congés, le membre du personnel doit avoir épuisé l'ensemble des possibilités de ses congés rémunérés (annuels, compensation, SLS ancien système, STSLS et LTSLS).

Les personnes souhaitant bénéficier d'un don de congés doivent prendre contact avec leur [Conseiller en Ressources Humaines \(HRA\)](#). Chaque situation est ensuite examinée en collaboration avec le service social et le service médical du CERN.

2. Donner un ou plusieurs jours de congés

Lorsqu'un membre du personnel se trouve dans la situation décrite au paragraphe 1, un appel au don de congés est organisé dans son département. Les membres du personnel employés ayant accompli une année de service et souhaitant offrir un ou plusieurs jours de congés le signalent au moyen du formulaire mis à leur disposition dans l'appel au don.

Seuls les congés annuels peuvent être donnés, dans la limite de cinq jours par donneur et par année de congés, sous condition que le donneur dispose d'un avoir suffisant de jours de congés annuels.

La gestion des congés correspondants est ensuite effectuée par le [service des congés](#).

COVID-19 | at CERN (October)

HR sources

CERN Medical Service Hotline put in place on 8 March

There has been no onsite transmission of coronavirus on the CERN site

Medical Service took care of all COVID-19 cases (confirmed and suspected):

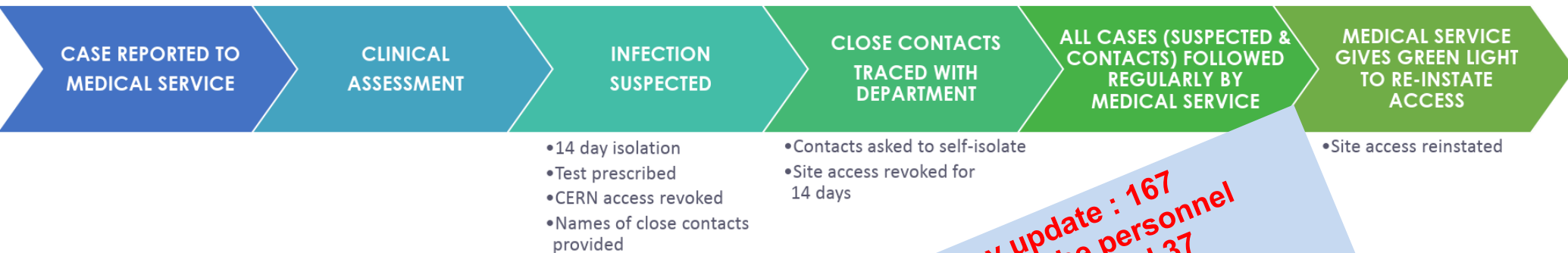
- Assessing health state of caller / family member versus medical protocol
- Advise to contact the family doctor if COVID suspected
- If no family doctor, Medical Service takes care of the follow-up
- Regular contact with all – confirmed and suspected COVID cases (highly appreciated)
- Keeping contact with hospital

370 persons with symptoms to-date:

- 54 tested positive (incl 11 contractors)
- 236 tested negative (incl 31 contractors)
- 11 suspect cases
- 69 suspected cases unable to be tested during confinement

Of the 370 persons in isolation:

- 231 MPEs
- 96 MPAs
- 43 Contractors



Yesterday update : 167 members of the personnel (MPE and MPA) and 37 contractors / temporary personnel have tested positive for COVID-19.



- CERN personnel and community demonstrate their commitment to the Organisation
 - Operating on site with a daily evolving COVID situation is very difficult
 - Decisions cannot satisfy all but
 - Flexibility is key
 - Concertation needed more than ever



Conclusions

**Health and safety
Are
key words
in such pandemic situation**

Thank you for your attention

J. Lahaye
Joel.lahaye@cern.ch

