



Dr Péter József Lévai
director general

Wigner Research Centre for Physics
1121 Budapest, Konkoly-Thege Miklós út 29-33.

Postal address: 1525 Budapest, Pf. 49
Tel.: +36 1392 2512 Fax: +36 1392 2598

Mobile: +36-30-631 2359

Email: levai.peter@wigner.hu

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Director General's Notice 2020/5
On the rules and regulations of the Wigner RCP in view of the second wave of the coronavirus epidemic

The first wave of the coronavirus epidemic having reached our country, Wigner RCP had to switch from our previous set of rules and regulations to so-called "emergency regulations" from 16 March 2020. The rules governing the latter were laid down in the Director General's Notice 2020/2 (WI-EL/88/2020) published at the time. This Notice was valid until revoked, leaving the option of monthly revisions open. The Director General's Notice 2020/3T, published on 5 April 2020 listed further specifications. As the danger of the epidemic lessened, certain measures concerning employees under 60 years of age were eased on 1 July 2020. (Detailed information can be found in the Wigner Newsletter No.13, published on 30 June 2020.) These regulations are revoked today.

At the beginning of September 2020, seeing the signs of the second wave of the coronavirus epidemic, the government has brought in new provisions, modifying domestic healthcare measures and regulations on leaving and entering the country. Therefore, the content of the Director General's Notice 2020/2 had to be revised. At the same time, after nearly six months of operating in reduced mode, the Wigner RCP had to be restarted under controlled conditions, in order to assure the conditions necessary for research groups to comply with their scientific plans and obligations respecting deadlines.

The Wigner Operational Council (WOT), held on 30 August 2020, determined that the following provisions are to be followed until revoked:

1. Going forward, the management of the institution is returning to the previous schedule of the Monday meetings of the Wigner Council of Directors (WIT) and the Tuesday meetings of the Leaders Council (VT), with the participation of the members determined earlier. Thereby, the Wigner Operational Council (WOT) is suspended until further notice and all communications to the address wot@wigner.hu are forwarded to the address titkarsag@wigner.hu. Since the 15-person limit on meetings remains valid, meetings are going to be organised in a hybrid mode, partly in the form of personal encounters and partly online. From now on, the VT minutes are going to contain the most important decisions, messages and information issued by the management. The Wigner Newsletter is going to be published but its news will mostly focus on scientific and organisational news, reports and information material. The editors of the Wigner Newsletter will now be communication secretary Csilla Dovicsin-Péntek and scientific secretary Szilvia Potholczki.
2. The address for the compulsory announcement of KOVIR categories related to viral infections, titkarsag@wigner.hu, will remain valid. Detailed information on this matter can be found in the Director General's Notice published on 6 March 2020. (KOVIR1:

infected, receiving healthcare support or under direct supervision; KOVIR2: in close connection with a KOVIR1 infected person, e.g. family member, but asymptomatic, such staff members must remain in home quarantine; KOVIR3: someone who has met a KOVIR2 person, for them a voluntary home quarantine of a few days is recommended). Detailed regulations are currently being planned.

3. Staff members directly employed by the Wigner RCP or via paid contract (including those above 60 years of age) may enter the area of the Wigner RCP and the Csillebérc Site without restrictions. Staff members with a researcher status are reminded of the increased risk of infection and urged to use the weekly two research days laid out in the Collective Contract in order to keep the number of staff present at any one time low. If research days are used, work done in home office is expected to be factually documented in the working time records of the Wigner Administration System (WÜR). In the case of accessory scientific staff, their supervisor may request 40-hour-a-week presence. In order for the laboratories to operate and be utilized optimally, the workplace leader or laboratory head may introduce flexible working hours. He must then make a note of the principles of the new schedule, the responsibilities and names of the participants, which he must forward to the Secretariat. The electronic working time records must, of course, still be entered in the WÜR. Workplace leaders may also introduce flexible working hours for non-researcher staff members. However, principles must be documented in a note and forwarded to the Secretariat. Should an employer be supported by a grant, they must keep the relevant time-sheet, as well as the records in the WÜR. (The WÜR does not replace filling out time-sheets.) In order to protect staff health, **all employed staff members are required to update the section “contact tracing” in the WÜR regularly.**
4. Based on the previous point, the number of staff members physically present at the institution at any one time is expected to grow. Therefore, the following order must be strictly followed: **All staff may work without wearing a mask in their own office. However, in the corridors and in other staff members’ offices, wearing a mask is compulsory for all, to protect staff members working in the given office.** The obligation to wear a mask when entering an office is even more strict in the case of the Secretariat, the Finance Department, the Workshop, the Data Center, the Computer Networking Center and the Library. Organisational unit leaders are to set an example with respect to mask wearing, in order to strengthen discipline among staff. In case there are not enough masks available, the leader of each organisational unit may request additional masks at the Finance Department, where the required quantity should be possible to obtain. The healthcare rules prescribed by the public health authorities must be adhered to (coughing etiquette, social distancing, frequent hand washing, hand sanitizing, etc.)
5. Professors Emeriti, voluntary contract staff and external staff who have a yearly pass cannot, in the current situation, enter the area of the Wigner RCP without restrictions. They are to indicate their wish to enter in a letter addressed to the Secretariat by 12pm on the working day preceding their visit. Once their expected entry has been recorded and they have been accorded permission by the DG, they are notified by the Secretariat. Professors Emeriti may request two working days of entry per week while for other staff members 1 working day per week may be granted. The date of entry must be specified in each request. During one’s stay at the Wigner RCP, one is obliged to wear a mask, as that is the only way that their health can be protected.
6. The parents of minors (children under 14 years of age) are going to be registered in September 2020. The registration form can be found on the intranet. In case the crèche / nursery / school their children attend should close, the parent registered as a ‘stay at

home parent' (home office) must notify their direct supervisor the same morning, if possible by email. The same is true for parents of children who have a temperature or show other signs of a viral infection and therefore cannot be allowed to join a community and require parental surveillance.

7. Staff who are chronically ill or have reached 60 years of age may request the director of their institution to grant them permission for home office in order to fulfil their duties. Upon granting this permission, their workplace leader may temporarily place other staff members in their office space, in order to reduce crowding in offices occupied by a greater number of people. The relevant form for this procedure can also be found on the intranet.
8. Students, internship trainees and guests who are not employed by the Wigner RCP but enter its area regularly may continue to do so in the usual manner (using a temporary entrance ticket or a personal entrance permission) but during their stay they must wear a mask. The person inviting and hosting them must inform them of this obligation. Since students are at a high risk of infection in their school communities, it is necessary to introduce and enforce strict rules in order to protect the employees of the institute. Should workplace leaders witness a regular transgression of these rules, the permission of entry shall be revoked from the transgressor for a long period of time.
9. Travel restrictions introduced by the Hungarian and other governments (red / yellow / green zones) apply to everyone. Taking these restrictions into account, staff should only travel abroad when absolutely necessary. No exceptions shall be accorded to the currently valid rule on the execution of a two-week home quarantine when returning from abroad. The costs of tests related to foreign travel can only be accounted for using the budget of a project if the relevant rules make this possible. The research centre will only cover the cost of a test in case a member of staff travels in order to fulfil an institutional obligation ordered by the DG. Following the WOT decision, before registering a trip in the WÜR, a director's permission must be obtained. This must be recorded in an email justifying the trip and sent to the address of the Secretariat.
10. The 15-person assembly limit must continue to be observed. When organising a meeting or a seminar, the opportunity for online participation must be made available if the number of participants is over 15. It is recommended to use the free service available at the address letsmeet.wigner.hu, running on the institute's own server. (At the moment, this enables holding online meetings with up to 50 participants.) Should the need arise to hold an event for a greater number of participants, the organisers are to contact József Kadlecik three working days before the planned event. He can temporarily supply the resources necessary for conducting a larger event.
11. The quick test previously planned for September 2020 shall be postponed. The full testing of all staff members of the Wigner RCP is expected to take place after the end of the second wave, in order to determine the overall infection level of the institution.

The present order takes effect as of today and is valid until revoked.

Budapest, 4 September 2020

Dr. Péter József Lévai
director general