

Organisation of access to guest researcher workstations in accordance with epidemic control provisions

(here: COVID-19)

On account of the coronavirus pandemic, the following restrictions are in effect when visiting the Research Data and Service Centre (RDSC). These rules apply to the TRIANON building in Frankfurt am Main. These rules also form the basis for the rules at the Düsseldorf and the Munich location, meaning that they may once again reopen.

If guest researchers do not comply with the following rules, they risk being removed from the RDSC and barred from using Bundesbank data at the guest research workstation for the duration of the pandemic.

The Bundesbank's ability to host guest researchers is dependent on the further development of COVID-19 epidemic control provisions. If the number of coronavirus cases in the city of Frankfurt am Main exceeds the threshold of 50 new cases per 100,000 inhabitants within a week, a visit to the RDSC is no longer possible and the RDSC will close. A reopening is only possible if this value remains below the threshold for at least 7 days.

Should the RDSC need to be closed again, all reservations will lose their validity. This means that there is no legal entitlement to a guest visit on the basis of a reservation.

Guest visit rules

A visit to the RDSC **cannot be permitted** if the guest researcher is experiencing any of the known coronavirus symptoms, which include fever, coughing, breathing problems, diarrhoea, etc. (see

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Steckbrief.html#doc13776792bodyText8; in German only).

Likewise, guest researchers **may not visit** the RDSC if they

- have had contact with someone with a confirmed case of coronavirus during the past 21 days;
- have visited a risk area within the last 21 days. Risk areas are those for which the German government has issued a travel warning on account of the

coronavirus situation (see document “Information on the designation of international risk areas” available on: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html)

- if their place of residence is in a region where the number of coronavirus cases has exceeded 50 new cases per 100,000 inhabitants within a week on any of the last seven days prior to their visit;
- do not have a written or email invitation from the RDSC (see the rules for reserving guest research workstations below). Guest researchers must present their invitation in printed form to a member of RDSC staff before they begin their visit, while maintaining adherence to the protection and hygiene rules.

When travelling to and from the premises as well as during the visit, guest researchers have to follow the general **hygiene and protection regulations** as well as those of the Bundesbank and the TRIANON – particularly with regard to social distancing requirements and the use of lifts. Guest researchers must adhere to these regulations as well as the following rules on protection and hygiene.

- Only one person may use each guest research workspace at a time, which means that a total of two places are available each day. Workstations are assigned to the visiting guest researchers. Due to the limited capacity, research visits may last for a maximum of 2.5 consecutive days. Visits lasting longer than one day have to start on Monday morning or on Wednesday 12:30pm. Visits that begin on Monday morning must end by 12:00pm on Wednesday at the latest.
- The door to each guest research workspace must be kept closed. All other rules for working in the RDSC remain in effect.
- Guest researchers have to wear masks at all times in the communal areas at the RDSC, the TRIANON and the Bundesbank. This applies in particular to the corridors, the restrooms and the tea kitchens. As a general rule, visitors must cover their nose and mouth with a mask as soon as they leave the guest research workspace. Guest researchers are required to supply their own masks.
- Guest researchers are only permitted to visit the premises of the RDSC on the 32nd floor of the TRIANON. It is not permitted to visit the cafeteria on the 20th floor of the TRIANON or the Regional Office’s (“Hessische Hauptverwaltung”) canteen.
- Please avoid spontaneously gathering in small groups, particularly in corridors and stairwells. We request that you keep time spent in shared tea kitchens and

other communal areas to a minimum. Follow the specified walking directions and signposted routes. The lifts in the TRIANON may only be used by a maximum of two people at a time. Please pay attention to the information in front of and inside of the lifts.

- Disinfectant and disposable wipes are also provided for disinfecting surfaces in the guest research workspaces. Guest researchers are required to use these to sanitise their keyboard and mouse, and, if they have used it, their telephone, at the end of each working day.
- Unfortunately, it is not possible to provide personal support or assistance if questions arise. Should a guest researcher encounter problems, they can contact the institution using the telephones in the guest research workspace or by sending an email. Personal contact with the staff of the RDSC must be reduced to an absolute minimum. To this end, any necessary duties are to be conducted virtually as part of a video conference with image transmission function, for example.
- Should a guest researcher experience symptoms of illness during their visit to the RDSC, their visit must be terminated immediately and a member of staff at the RDSC must be informed.
- Guest researchers are required to contact the RDSC immediately if they are diagnosed with a coronavirus infection within 21 days of their research visit.
- There may be deviations in the general opening hours of the RDSC. The RDSC will communicate any changes in a timely manner.

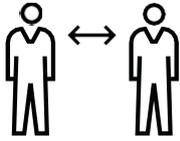
Reservation rules

1. Only one guest workstation may be occupied per guest room, which means that only two guest workstations can be assigned at any one time in Frankfurt am Main. If these are already occupied, a different time period will have to be selected.
2. A guest workstation can only be reserved if there is no existing guest research reservation for the same project. According to this rule, therefore, a subsequent guest visit can only be booked once the guest visit for the existing reservation has ended. Further, the earliest date for a subsequent guest visit is 7 days after the guest visit for the existing reservation has ended.
3. The RDSC permits only one researcher from each project to access its premises.
4. Visits lasting longer than one day can only be booked from Monday morning until Wednesday 12:00pm, or from Wednesday 12:30pm until close of business

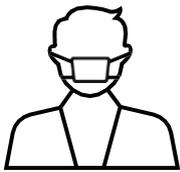
on Friday, and are not permitted to exceed 2.5 days.

5. Reservations are to be made solely by sending an email to "fdsz-data@bundesbank.de" with the subject line "Reservation [PERIOD OF GUEST VISIT] for [PROJECT NUMBER]. Reservations are only valid upon receipt of confirmation from the RDSC in either written or email form.
6. Reservations will be given on a first in first served basis.
7. Should there be registration problems on account of expired ID cards, for example, the visit must be cancelled immediately, and, pursuant to the principle outlined in point 6 above, a new visit requested only once the access problems have been rectified.
8. One working day prior to the planned guest visit, guest researchers have to confirm via email to "fdsz-data@bundesbank.de" that they have neither visited a risk area within the last 21 days prior to the research visit nor is their place of residence in a region where the number of coronavirus cases has exceeded 50 new cases per 100,000 inhabitants within a week on any of the last seven days prior to the visit. Without that confirmation, guest researchers may not visit the RDSC and the RDSC cancels the reservation.
9. If a guest researcher cannot attend their reserved time period, the RDSC must be informed without delay via email to "fdsz-data@bundesbank.de" with the subject line "CANCELLATION of reservation [PERIOD OF GUEST VISIT] for [PROJECT NUMBER]". Should the RDSC not receive notice of cancellation in a timely manner, it reserves the right to impose a temporary ban on subsequent visits.

Annex:



Maintain a distance of at least 1.5 metres between yourself and others.



In case of doubt – wear a mask.
Please adhere to the general regulations.



General hygiene rules must be observed:
Correct hand-washing and adherence to safe coughing and sneezing etiquette