

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 and rules are in effect when visiting the Research Data and Service Centre (RDSC). The rules apply to all of the RDSC's locations (TRIANON (Frankfurt am Main), Munich Regional Office and Düsseldorf Regional Office). 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 institution's ability to host guest researchers is dependent on the further development of COVID-19 epidemic control provisions. If the seven-day rolling average of coronavirus cases in one location exceeds 50 new cases per 100,000 inhabitants within the space of one week, the location concerned cannot remain open for research visits. It will only be possible to reopen the location once this value has been undershot for seven consecutive days, at the earliest.

Should the affected RDSC location need to be closed, 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 and responsibilities

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;
- they have visited a risk area or a specific risk area (such as areas in which virus variants have appeared or high incidence areas) within the last 21 days. Risk area classification is based on the joint analysis and decision-making of the Federal Ministry of Health, the Federal Foreign Office and the Federal Ministry of the Interior, Building and Community. (See https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Transport/Archiv_Risikogebiete/Risikogebiete_aktuell_en.pdf?blob=publicationFile);

- their place of residence is in a region where the number of coronavirus cases has exceeded 50 new cases per 100,000 inhabitants within the space of one week on any of the last seven days prior to their visit;
- they 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 or the relevant regional office before they begin their visit, while maintaining adherence to the protection and hygiene rules.

Test obligation: Guest researchers are required to get themselves tested and to produce a current negative certificate issued by an authorised test provider (see, for example, the reference lists provided by the RKI, the German federal states or similar) in German that is not more than two days old. If a guest researcher has spent more than two consecutive days or several separate days at an RDSC location within the space of a week, they are required to take a second test. Please send a copy of the certificate by email to fdsz-data@bundesbank.de prior to your visit, and bring the original with you to your first research visit.

Mask requirement: Masks are to be worn throughout the Bundesbank. In addition to adherence to social distancing rules, this requirement applies to all communal areas on the Bank's premises, particularly lifts, corridors, canteens, toilets, tea kitchens and entrances. Where it is not possible to maintain the minimum distance of 1.5 metres, the requirement extends to the workstations. Only surgical masks or comparable masks that fulfil at least standard FFP2 are permissible (N95 and KN95 are equivalent standards).¹ Guest researchers are required to supply their own masks.

Exceptions for vaccinated and recovered guest researchers: If guest researchers are deemed to be fully vaccinated² or recovered from the COVID-19 virus³ pursuant to the COVID-19 protective measures – regulation of exceptions (*COVID-19-Schutzmaßnahmen-Ausnahmenverordnung*), they must supply clear evidence of this. This exempts them from the testing requirement. They may also then visit the RDSC 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 the space of one week on any of the last seven days prior to their visit. All other rules, responsibilities and provisions in this document apply also to vaccinated and recovered guest researchers. Please send a copy of this proof by email to fdsz-data@bundesbank.de prior to your visit, and bring the original with you to your first research visit.

¹ Information on the different standards of mask can be found in the following Federal Institute for Drugs and Medical Devices (BfArM) overview: <https://www.bfarm.de/SharedDocs/Risikoinformationen/Medizinprodukte/DE/schutzmasken.html> (German only).

² A person is deemed to have been fully vaccinated if more than fourteen days have elapsed since they received the last dose of a vaccine that has been approved in the European Union needed to complete the immunisation schedule recommended by Germany's Standing Committee on Vaccination (STIKO). A second vaccination is not always mandatory. The number of required doses depends on the type of vaccine and also on whether the recipient has already recovered from a COVID-19 infection, resulting in them having developed immunity (STIKO recommends that this protection be "refreshed" after six months with a single vaccination dose).

³ A person whose infection has passed a minimum of twenty-eight days and a maximum of six months ago is deemed "recovered".

When travelling to and from the premises as well as during the visit, the general **hygiene and protection regulations** of the Bundesbank must be observed. Guest researchers must adhere to these regulations as well as the following rules on protection and hygiene.

- The door to each guest research workspace must be kept closed. All other rules for working in the RDSC remain in effect.
- 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.
- 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 one of the RDSC's locations, their visit must be terminated immediately and a member of staff at the RDSC or regional office 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 to one of the RDSC's locations.
- There may be deviations in the general opening hours of the RDSC at the respective location. The RDSC will communicate any changes in a timely manner.
- 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.
- Additional rules for visiting the TRIANON (Frankfurt am Main)
 - The general hygiene and protection regulations of the TRIANON – particularly with regard to social distancing requirements and the use of lifts – must be observed. 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.

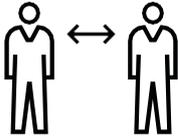
- Guest researchers are only permitted to visit the premises of the RDSC on the 32nd floor of the TRIANON. It is not permitted to visit the cafeteria on the 20th floor of the TRIANON or the canteen of the Hesse Regional Office.
- Additional rules for visiting the Dusseldorf and Munich locations
 - It is forbidden to visit the canteens of the regional offices.

Reservation rules

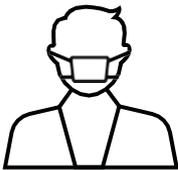
1. Only a few guest workstations may be occupied, which means that only two guest workstations in both Frankfurt and Düsseldorf and one workstation in Munich can be allocated at any one time. If these are already occupied, a different time period will have to be selected.
2. A guest workstation can only be reserved if there is no existing guest research reservation for the same project at another RDSC location. According to this rule, therefore, a subsequent guest visit can only be booked once the guest visit for the existing reservation has ended. The subsequent visit may take place a minimum of seven days after the end of the previous visit.
3. The RDSC permits only one researcher from each project to access its premises.
4. Duration of guest research visits:
 - a. **Düsseldorf location:** Due to limited capacity, research visits may last for a maximum of 2.5 consecutive days. Visits lasting longer than one day can only be booked from Monday morning or from Wednesday 12:30. Visits that begin on Monday morning must end by 12:00 on Wednesday at the latest.
 - b. **Frankfurt location:** 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 limited capacity, research visits may last for a maximum of two consecutive days – either Monday and Tuesday or Wednesday and Thursday. The Frankfurt location is closed on Fridays.
 - c. **Munich location:** Only one person may use the guest research workspace at a time, which means that one place is 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 can only be booked from Monday morning or from Wednesday 14:00. Visits that begin on Monday morning must end by 12:00 on Wednesday at the latest.

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 come, 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. On the last business day prior to your research visit to the RDSC, you must confirm in an email to fdsz-data@bundesbank.de that you have not visited a risk area within the last 21 days prior to your scheduled visit and that your place of residence is not in a region where the number of coronavirus cases has exceeded 50 new cases per 100,000 inhabitants within the space of one week on any of the last seven days prior to your visit. If this cannot be confirmed, the guest visit will not be permitted and the reservation will be cancelled.
9. If a guest researcher cannot attend their reserved time period, the FDSZ 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.



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