



Shared offices-checklist

If you wish to work in a shared office space at CERN, please complete this checklist

- The furniture in the room has been rearranged by the occupants sharing the room / or placed a request to the LHCb secretariat such that a physical distance of at least 2 m is respected between the occupants and the office work places are at least 1.5 meters away from the open office door. Ergonomic requirements were taken into account (desks should always be arranged in a way to ensure that the light comes from the side).
- Suitable cleaning products/PPE have been collected from the PPE room (2/1-034)
- The office occupants are responsible for ensuring proper ventilation of workplaces with fresh air and in accordance with the applicable COVID-19 related [HVAC instructions](#). Windows should be left open at all times.
- Where the physical distance of 2 m and proper ventilation with fresh air are ensured, and all office occupants agree, persons may remove their masks, while seated only. When standing or when circulating within the room, the mask must be worn. [The Secretariat may be contacted to try to find alternate office arrangements if not all occupants agree to remove the masks.]
- Hand-shaking and close contact with colleagues are not allowed.
- Office occupants are responsible for cleaning of their workstations, surfaces, shared objects in their office and window/door handles. Enhanced cleaning can be requested by contacting the Service Desk: service-desk@cern.ch
- Occupants sharing the office confirm that they have familiarised themselves with the ["COVID - 19-related health and safety measures"](#) at CERN and shall comply with them at all times.
- I certify that I have read all the rules and undertake to comply with them.

Office room number and date completed:

Surname, first name and CERN ID: