

Director General's Decree – No 2020/2.

“On the introduction of on-call duty operation in Wigner RCP to reduce outgrowth of corona virus infection”

In order to reduce the number of new corona virus infections, on March 16, 2020, the Government closed the borders of Hungary to foreign nationals, prohibited to hold events and introduced further restrictive measures. More information on these can be found at the URL <https://koronavirus.gov.hu/>. Prompted by these measures, I introduce further restrictions in the Wigner Research Centre for Physics (WRCP) that supplement, at places overwrite the Director General's Decree No 2020/1 „On international travel, hosting guests, and holding events” issued on March 10, 2020.

Due to the complexity of the situation and the variety of problems that may arise, I extended the Wigner Board of Directors (WIT) and adopted colleagues who are experts of fields which are important for the activities of Wigner RCP to form the Wigner Operational Council (WOT) which will meet regularly. The regular WOT meetings will be held Mondays but prompt gatherings may be necessary in case of critical events. We will not hold VT meetings for a while.

At the WOT meeting today the following instructions have been formulated, which hereinafter should be referred to as the Director General's Decree to be applied to all Wigner RCP employees:

1. I hereby order that – from 16 March 2020 until revoked – Wigner FK shall operate in „on-call duty mode”. That is, the research, development and public tasks of Wigner RCP will be pursued such a way that employees, scientific and non-scientific staff will be exposed to the minimum level of corona virus infection.
2. I declare that the mandatory tasks to be performed by the institution shall be determined on this day and the persons responsible for the following week's tasks shall be named not later than on Friday of each week, which is to be administered by the staff of the Secretariat. This is the essence of the on-call duty mode of operation. The WOT reviews and discusses the on-call operation every Monday. In case a task is to be performed at the Csillebérc Research campus, then Wigner RCP will ensure that the person responsible for the task minimizes the risk of infection while travelling between his/her residence and the site where the task is to be performed. Using own vehicles is recommended. Costs incurred by this operation will be negotiated between the Director General (DG) and the Chief Financial Officer and supportive decision may only be made upon the agreement of the latter. It is only in well justified exceptional cases upon direct interest to the Research Center and written permission of the DG that derogation from this rule may be accepted.
3. For staff not on on-call duty, the Director-General shall allow: paid home office work. For research staff the subject of the home office work is unnecessary to be precisely defined, they are expected to pursue tasks related to their research they have been paid for. In case of non-research staff, the immediate superior is responsible to determine their tasks to be accomplished at home. Both research and non-research staff members are to report on their entire week's work in writing to their immediate superior or team leader. It is the task of the department leaders to collect and archive these reports and forward them to the Secretariat at the end of the month. This activity is especially important in cases when the employee works on an external (e.g. H2020) project. In

such cases the condition of payment is the acceptance of the labor cost based on the correct and accurate recording of the time sheets.

4. The employee must make a statement in writing if conditions of working from home are insufficient.
5. Those who refuse to work from home and are forced to using public transport (including the WRCP special buses) regularly expose themselves to viral infection. Therefore they may be ordered by the Director General to take their time-proportional yearly leave, and withdraw their campus pass until the end of the leave.
6. For the period of the on-call duty operation, the retired colleagues (who have been allowed to volunteer) on the premises of Wigner RCP I now order home work. The campus pass of anyone who violates this provision will be withdrawn. I seek for the understanding of the retired colleagues. The corona virus risk is the highest for the elderly colleagues and in the present crisis the Wigner RCP is unable to guarantee the appropriate conditions to which the institution is obliged by law.
7. March 16, 2020 is considered a paid absence. The measures listed here will be in effect in Wigner RCP from 0:00 17 March, 2020. The Wigner Data Center constitutes an exception, where the recently defined special conditions and internal procedures for prevention corona virus infections remain in place.
8. Until further notice, I do not authorize seminars, staff meetings or any other events exceeding 15 participants.
9. Establishing the internal communication channels is in progress on which a Director General's Brief will be soon released.

These instructions will remain in effect until revoked, but will be reconsidered at the end of each month (and at any WOT meeting if new events warrant it).

Budapest, 16 March, 2020

Dr. Péter József Lévai
Director General