

Instructions No. 23 issued on 29 November 2021 effective from 30 November 2021

All instructions previously issued are superseded by this 23rd issue of instructions and are no longer valid.

Hamburg's current SARS-CoV-2 containment policy (HmbSARS-CoV-EindämmungsVO) and the protective measures with which Hamburg universities must comply pursuant to Section 22 HmbSARS-CoV-2-EindämmungsVO issued by the Hamburg Ministry of Science, Research, Equality and Districts require Universität Hamburg to continue issuing regulations to contain the coronavirus.

1. Hygiene plan

An integral part of these instructions is **Universität Hamburg's hygiene plan**, which is binding in its current form.

The hygiene plan governs all valid protective and hygiene measures at Universität Hamburg and includes regulations and information on risk assessments.

2. Rules for teaching and examinations

Teaching can take place in person, digitally, or in hybrid formats.

Digital teaching will continue to count in full (100 percent) toward the teaching obligation.

~~Examinations can be conducted digitally or in person. In the event that students provide proof that they are unable to take part in digital examinations, they should—in individual cases—be provided with a workspace on the University's premises to take their examinations. Students can register for this through their respective academic office.~~

~~Courses with practical components and laboratory internships may be conducted in accordance with the current risk assessment.~~

~~The number of attendees for in-person classes may not exceed the number of places in the room as indicated in STiNE.~~

~~Teaching placements and core internships for teacher training students are to be carried out in accordance with the conditions set by the municipal authority responsible.~~

For in-person classes, in-person examinations, examination inspections, and courses with practical or laboratory components, the protective and hygiene measures set forth in the hygiene plan apply.

3. Regulations for experimental research operations and empirical research

For experimental research and empirical research in the laboratory, the protective and hygiene measures set forth in the hygiene plan apply.

Locations and institutions outside the University can be used to carry out research projects. See 4.4 for the regulations pertaining to work-related travel.

4. Administration

4.1 Entering the University's buildings or campus

The protective and hygiene measures in the respective current hygiene plan apply in University buildings. Staff, in particular, may enter their workplaces only if they have been vaccinated, have recovered, or have been tested. Accordingly, they must carry their vaccination pass, proof of recovery, or test results and present these when checked.

You must also wear a medical mask covering your mouth and nose. If staff present a doctor's note exempting them from the obligation to wear a medical mask covering their mouth and nose, submit this to HR for inspection; HR will duly inform the supervisor in question.

4.2 If you suspect you have been infected or you are ill

If you suspect you have COVID-19, if you have COVID-19 symptoms, or if you have COVID-19, you may not enter any University building.

If you have been infected, you must inform your employer about the nature of your illness. Staff members who fall ill must inform their supervisors and HR immediately. Professorial staff must notify HR and the respective office of the dean. If you are unable to work in these cases, you must also provide proof in the form of a doctor's note. The note attesting to the inability to work can also be handed in later and/or after the reason for the delay no longer applies.

Employees who are quarantined on account of a suspected or confirmed case of COVID-19 must continue to perform their work duties unless their illness renders them unable to do so. HR can officially release you from work only if the conditions for working from home cannot be met (e.g., your duties cannot be performed from home or you do not have the requisite technology).

4.3 Meeting in the course of regular operations

For in-person meetings involving several people, you must comply with the protective and hygiene measures set forth in the hygiene plan. Meetings include, inter alia, advanced training and continuing education courses, selection interviews, consultations, and discussions.

Job interviews and hearings in academic search procedures should be conducted digitally if possible. You can find more information on conducting job interviews in the Staff Service Portal:

Staff selection technical and administrative staff: <https://www.kus.uni-hamburg.de/en/themen/personalservice/personaleinstellung-weiterbeschaeftigung/tbvp/personalauswahl.html>

Staff selection academic staff: <https://www.kus.uni-hamburg.de/en/themen/personalservice/personaleinstellung-weiterbeschaeftigung/wip/personalauswahl.html>

4.4 Work-related travel

As a rule, work-related travel is permitted. Current information and warnings issued at short notice by the Robert Koch Institute (RKI) and the Federal Foreign Office (e.g., flight restrictions) must be observed when booking travel services or before you begin your travels. We explicitly request that you avoid work-related travel to high-risk regions. Work-related travel to regions where a variant of the virus has emerged is not permitted.

For a list of these areas, see the RKI's website:

https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete.html. If you are traveling abroad, inform yourself about coronavirus-related regulations in the country or host institution in question. When returning from a high-risk area, you must comply with coronavirus reentry regulations. If you need to quarantine when you return, you need to continue working at home throughout. Before commencing duties, teaching staff traveling to high-risk areas for the sake of work must ensure they have a substitute for courses and examinations throughout quarantine.

4.5 Returning from abroad

Staff and students returning from high-risk areas must observe quarantine rules pursuant to the coronavirus entry regulations and, if applicable, any additional country-specific quarantine obligations. Before entering University premises, staff and students must inform themselves about the requirements established by the City of Hamburg and conduct themselves accordingly.

Due to the unusually high risk of contagion, supervisors are entitled to ask employees whether they have spent any period of time abroad and when. The president and the deans are entitled to ask professors about periods spent abroad.

In case of travel warnings, any consequences arising from private travel abroad (e.g., self-quarantine at home) are the responsibility of the employee. This means that if working from home is not possible due to self-quarantine measures, vacation days or accumulated overtime must be taken to cover the working hours not completed. Those who are self-quarantined at home must contact HR and their supervisor immediately. Professors must inform the relevant office of the dean and HR.

The regulations set forth in these instructions refer to international high-risk areas. There are currently no further restrictions with regard to trips to or returnees from other areas in Germany that exceed the critical incidence rate established by the Robert Koch Institute. Staff and students will be informed immediately if the development of the pandemic requires any changes to or a reevaluation of this position.

4.6 Dealing with guests, visiting scholars, and delegations

Visits by guests or delegations may take place in compliance with the protective and hygiene measures set forth in the hygiene plan. Hosts must inform their visiting scholars before and throughout their stay of the current coronavirus regulations, and visiting scholars must comply accordingly.

4.7 Childcare measures in the wake of school and childcare center closures

Supervisors are instructed to arrange flexible remote-working hours with employees forced to stay at home due to a lack of childcare options in the wake of school and childcare center

restrictions. This may include hours outside standard flexitime. If an employee cannot work from home while looking after their children, they may use vacation days or flexitime credits. In this case, their account may go into a negative balance as permitted in the flexitime regulations.

5 Further regulations

5.1 Working hours

In principle, the general rules on working hours continue to apply. Due to school and childcare center closures or due to efforts to reduce crowding on public transportation during peak times, supervisors are requested—in individual cases—to agree on flexible working hours with employees; these working hours can exceed the applicable flexible working hours and core working hours for library, technical, and administrative staff. Nevertheless, employees are still required to observe break and rest periods.

5.2 Working from home

All staff members have been urged to work from home if there are no compelling arguments not to do so. Supervisors decide in agreement with their staff if there are compelling reasons for working in the office. Pursuant to Section 28b subsection 4 of the prevention and control of infectious diseases act (Infektionsschutzgesetz, IfSG), staff are obligated to work from home if they have no compelling reasons not to.

The arrangements for working from home as a precautionary measure to prevent the spread of the coronavirus must be agreed directly between you and your supervisor (in writing—via email or using the form in the Staff Service Portal). Any questions that arise must also be clarified between these parties. Flexitime regulations apply when working from home as do staff members' core working hours. The rules on recording working hours also apply when working from home. A form is available on the HR page in the Staff Service Portal for this purpose. Professors are exempt from this regulation.

Supervisors and employees can contact personalservice.uhh@uni-hamburg.de if they have questions regarding the rules on working from home or the eligibility requirements for working from home.

For all queries about IT support at home, contact the IT office responsible for you. Depending on the organizational unit, this will either be your faculty's or department's IT service or the Regional Computing Center (RRZ). Work devices can be used at home under certain conditions. Read the information about working from home (point 13) on the RRZ's home page: <https://www.rrz.uni-hamburg.de/beratung-und-kontakt/faq/homeoffice-faq.html>.

5.3 In-person work

On those days you plan to work on-site, you must present your valid 3G status to your supervisor without delay as soon as you enter the building. This may be done in person or via video (Zoom) or email. If you use email, proof will be deleted immediately following review and documentation.

University teachers must notify their office of the dean or someone named by this office for notification purposes.

Supervisors and/or the parties responsible must check 3G certificates and document these checks. These duties can also be delegated to a suitable third party. The date of the check, the name of the person doing the check, the name of the person being checked, the organizational unit, and the type of 3G proof presented will be documented. These lists must be securely stored and destroyed after 6 months.

Even violations of the obligation to show proof are work-related violations, and there may be penalties for repeat offenses. If staff members do not provide proof and thus cannot enter the workplace to perform their duties, they are absent without excuse; if, in this case, they have not requested and have not received authorization to work from home or take vacation or compensatory time off, their pay must be withheld. A violation of your obligation to comply with the 3G rule in the workplace constitutes a punishable offense with penalties of up to €25,000.

5.4 Operation of University institutions and facilities

University libraries, museums, the Loki Schmidt Garden, University Sports, University Music, and the University's theater groups can pursue activities pursuant to the stipulations in the containment regulations and on the basis of a risk assessment. The protective and hygiene measures in the hygiene plan apply.

5.5 Workplaces, Infrastructural Facility Management, Technical Building Management, workshops, Regional Computing Center (off-site services)

All Universität Hamburg workplaces and all services provided by Infrastructural Facility Management, Technical Building Management, the technical and academic workshops, and the Regional Computing Center (RRZ), including those performed outside the University, are subject to the relevant protective and hygiene measures in the hygiene plan.



Univ.-Prof. Dr. Dr. h.c. Dieter Lenzen
President

Hamburg, 29 November 2021