

Regulations

in connection with the current coronavirus (COVID-19) infection situation regarding
the continuation of operations at OVGU taking into account the Seventh SARS-CoV-

2 Control Ordinance of the State of Saxony-Anhalt

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1. Basic Principles

Due to the development of the incidence of infection, on 30.06.2020, the Seventh SARS-CoV-2 Control Ordinance of the State of Saxony-Anhalt (7th SARS-CoV-2-EindV) was enacted. The preamble states that at the present time people are expected to exercise greater self-monitoring and self-discipline. This conduct is based on understanding and voluntary participation by all involved and cannot be achieved by regulation alone. In this sense, the university administration is appealing to all employees to adapt their behavior

to the particular circumstances and to go about their everyday working lives in a measured way with the necessary sensitivity.

2. Compliance with hygiene regulations

The hygiene regulations that were announced at the start of the pandemic continue to apply. These include:

- maintaining a minimum distance to others of 1.50 meters
- frequent hand-washing
- regular ventilation of closed spaces
- coughing and sneezing etiquette
- dispensing with shaking hands and hugging
- where necessary wearing masks that cover the mouth and nose that are suitable for everyday use.

As before, should symptoms of infection appear, it is recommended that individuals self-isolate in their own households. If it has not been excluded that individuals have become infected with the coronavirus, in cases of doubt they should always take a test (testing center). The individuals concerned and their line managers may decide independently which measures should be taken. An example of a differentiated approach might be a known allergy that regularly appears as cold-like symptoms (hay fever). In such cases, a joint decision must be taken as to which measures are sensible.

3. Support from the Occupational Physician Service and Occupational Health and Safety & Environmental Protection Department (K43)

The university physician and occupational health and safety specialists (K43) will advise the Office of the President and also managers with regard to the implementation of the SARS-CoV-2 occupational health and safety standards and will provide support in training employees. OVGU offers its employees additional voluntary occupational health care. Furthermore, the university physician also facilitates individual consultations regarding work-related health risks. Pre-existing conditions and fears can also be discussed here.

The Occupational Health and Safety & Environmental Protection Department (K43) will, in case of need, provide hand sanitizer to enable participation in face-to-face classes. In this connection, your attention is drawn to the corresponding safety data sheets (SDS) and operating instructions drawn up by K43 for the use, storage and transport of disinfectants.

The Occupational Health and Safety and Environmental Protection Department will, where needed, also make available single-use gloves and masks to facilitate participation in face-to-face classes.

Surface disinfectants will be supplied by the Facilities Services Department (K51) Disinfection of the lecture halls/seminar rooms in which face-to-face classes/examinations with at least 15 participants take place is organized by our cleaning services provider. Department K51 must be made aware in good time by the Examination Offices of any forthcoming exam dates. In the case of face-to-face classes with fewer than 15 participants, the disinfection of the room is the responsibility of the organizers. If rooms are allocated to third parties, they are responsible for ensuring that the hygiene plan, which includes surface disinfection, is carried out.

4. Regulations for teaching and laboratory operations

Information on regulations concerning studies and teaching (including for the 2020/21 winter semester) can be found on the following web pages: <https://www.ovgu.de/corona.html>. These are updated regularly.

5. University library

There are no changes to the opening and service hours of the university library (UL). Further information is available on the UL web pages under the following link: <https://ub.ovgu.de/home/-p-1750>.

6. University computer center (PC pool)

Due to their spatial characteristics, the PC pools cannot yet be reopened. The UCC can still be reached in the campus service center.

7. Provision of university sport in sports halls 1, 2 & 3 at OVGU

Alongside outdoor sports, indoor sports are to recommence. The basis for this is a hygiene plan that also applies to third-party users.

Users should stay in the sports facility for the minimum length of time necessary. They may not enter the building before the assigned usage time and must leave before this period expires.

It is possible to use the sports equipment in the sports halls; it must be cleaned with the disinfectant provided immediately before and after use by a sports club or group.

Users may change and shower again, but, as in the sports courses, the minimum distance rule of 1.5 meters must be adhered to.

Every sports session will continue to be documented with an attendance list. The sporting activity must be contact-free wherever the type of activity allows. Over and above this, the recommendations for sporting provision made by the relevant sports governing bodies are considered binding.

Competitions and league games may take place in compliance with the guidelines issued by the relevant sports governing bodies. To this end, the organizers must draw up an appropriate hygiene plan, which must not contradict that of OVGU. Spectators are still not permitted to attend courses or training sessions.

8. Provision of continuing education courses

Continuing education courses for employees are offered regularly in online format. This applies both to courses by internal and external providers. Courses that require attendance in person in order to achieve their learning objectives will be postponed until the Control Ordinance is lifted, unless it is absolutely necessary that they be held. This may be the case for training that is required by law, or courses that convey knowledge that is absolutely essential (e.g. legal regulations). In this case, the courses must be held in dedicated rooms in compliance with individual hygiene plans.

The English courses for non-academic personnel will be offered from the wintersemester on in face-to-face classes. Large groups will be split and there will be alternating 14-day face-to-face teaching (A and B weeks).

The times without continuous face-to-face teaching will not be taken into account in the number of possible courses. As a general rule, employees will continue to be taught on the level most recently achieved in their face-to-face classes. If employees wish to switch to a higher level, then individual solutions will be found.

Coaching sessions and mediation will be carried out according to need. In general, it can be assumed that coaching sessions will be carried out online. Face-to-face coaching must be justified and carried out in compliance with hygiene rules.

In contrast, mediation is not constructive if carried out regularly online and will take place face-to-face in compliance with the hygiene regulations, unless one of the participants can demonstrate that they belong to a risk group.

9. Employment law–related guidance on presence in the workplace and working from home

9.1. Conditions for working in the occupational workplace

If employees have a workstation in an individual office, their activity must be carried out predominantly from this workstation.

For employees who work in shared offices, workshops or laboratories, the following applies:

- the minimum distance of 1.50 m must be maintained. If necessary, markings must be put in place to help ensure compliance
- for the avoidance of direct contact, where necessary separators (plexiglass screens) must be installed or furniture moved
- if this cannot be guaranteed, a mask covering the mouth and nose must be worn, especially if the office is open to the public
- if minimum distances cannot be adhered to or separators are not available, third parties shall be obliged to wear a mask covering the mouth and nose

It is recommended that the number of people with which employees are in sustained contact in connection with their work be kept as consistent as possible (guideline: no more than 10 people).

The [Service agreement on the regulation of working hours in the framework of the 40 hour week and flexible working hours as well as regulations on flexibilization in the context of part-time employment relationships at Otto von Guericke University Magdeburg \(excl. MED\)](#) apply in full, especially in relation to the recording of working time. Core working hours do not apply if staggered start and finish times are in force.

9.2. Conditions for working from home

Working from home may only be authorized if the activity is suitable for doing so. This means that:

- all or a significant part of the work involved can be completed remotely,

- the line managers (Deans, heads of organizational units etc.) must draw up a work plan for the employees concerned, to the extent that they are not undertaking independent scientific/academic work
- it must be possible to reach the individual by email and telephone
- the individual shall be obliged to check their emails and the website several times a day. A call diversion must be set up, or contact information left on the answer machine message
- personal presence is not required (for example because there is no regular customer contact)
- data protection is adhered to

The essential features of the [Service agreement on tele-working](#) apply. It is not necessary to implement a supplementary agreement to the employment contracts of individuals if home working is agreed in order to comply with hygiene regulations. In such cases, it is still sufficient for a notice to be sent to the Human Resources department in which the employees, apart from scientific personnel, are mentioned by name. Their immediate supervisors are responsible for issuing and checking work assignments.

10. Leave of absence to care for children or other relatives in need of care

The option to take a 30-day leave of absence to care for children who cannot go to school has not been available since the start of the school holidays. For the holiday period, childcare must be secured as normal. In the event that child daycare facilities are forced to close due to the detection of coronavirus cases, the days may be utilized if they have not already been consumed. A further increase in the number of days beyond the original 30 has not yet been approved by the State of Saxony-Anhalt.

For caring for other family members, the options provided under the collective agreements and statutory possibilities for taking a leave of absence apply (Home Care Leave Act, collective agreement regulations).

11. Information on business trips

In principle, business trips should only be organized and approved if they are absolutely necessary for the performance of an individual's duties.

The current, regional rate of infection should be taken into consideration in any decision of this nature. The business interests and the duty of care must be

balanced. It is still recommended that business trips be foregone if it is possible to exchange information in other ways.

If there is a risk that upon return it will be necessary for an individual to go into quarantine, business trips may only be approved if they are essential for the business. This decision is the responsibility of the approver.

Current travel warnings and guidelines must be taken into consideration at the start of the trip; if necessary, trips that have already been booked must be canceled if the risk is too great for the traveler. The costs of cancellation and non-refundable expenses must be covered from the decentralized travel cost budget or third-party accounts. This also applies to travel in the context of continuing education courses. For this very reason, when approving business trips, increased attention and sensitivity is required on the part of both the traveler and the approver.

If coronavirus tests are required when entering or exiting a country, or to avoid going into quarantine, the costs incurred can be reimbursed as incidental expenses via the travel expense accounting system.

12. Private trips abroad or to risk areas

Private trips abroad or to risk areas concern the conduct outside of the work environment of employees and staff. However, it should be assumed that due to the coming into force of the SARS-CoV-2 Quarantine Ordinance, such trips take place with an awareness of the legal situation. If a trip is booked or undertaken at a time when the restrictions arising from the Quarantine Ordinance were already known, the consequences must be borne personally by the employees and staff.

This means that, for example, in the event of having to quarantine upon entry into a country or when returning, if difficulties are encountered with the return journey, or if an individual is prohibited from undertaking certain activities, then holiday or an unpaid leave of absence must be applied for if it is not possible to undertake all of that person's work duties from home. This applies for the validity period of the SARS-CoV-2 Quarantine Ordinance. Regionally there are very large differences between the regulations in force, meaning that in particular the provisions applicable in the employee's place of residence and work should be observed.

The guidance from the RKI can be found on the current page: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html

Since the situation, particularly in respect of the assessment of risk areas, is extremely dynamic, often the risk cannot be estimated before the start of a trip. It is recommended that individuals come to an agreement with their supervisor(s) prior to commencing a trip about the possibility of working from home in order to minimize the consequences of being quarantined. If quarantine is imposed by the authorities, there is an entitlement to payment of remuneration pursuant to the Infection Protection Act. Voluntary tests (in the testing center) may reduce the duration of the quarantine if a negative test result is received.