



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

To all members of staff at
Heidelberg University

Circular No. 28

Heidelberg, 24 November 2021
**Implementation of amendments to the
Federal Infection Protection Act**

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Dear members of staff,
Dear colleagues,

At its meeting today, the Rectorate dealt with the amendments to the Federal Infection Protection Act and adopted the following implementing measures, which had already been coordinated with the Board of the Staff Council:

3G at the workplace

According to the new version of the law, the university grounds are as of now out of bounds for those members of staff who cannot produce a valid 3G certificate.

Fundamentally the managing directors of all facilities and institutes are responsible for compliance with the 3G rule and documenting this in their areas of responsibility. The legislator expects a full, up-to-date check of 3G certification. For Heidelberg University this means in practice:

The responsible executive will make the **first check** on the 3G status of all staff at the university when they appear for their first day at work, counting from the issuance of this instruction. The executive will draw up an overview of which staff have shown 2G evidence (fully vaccinated or recovered), who checked the certificate and also, in the case of those who have recovered from Covid, until when this status is valid. A renewed checking of the certificates of the latter staff members will then only be required after the validity has expired. In order to simplify this procedure, the Human Resources Division will shortly send all directors of institutes and facilities a current overview of all staff and a template for documenting the 3G certificates. If these overviews are not yet available to you, please create your own document for temporary use, to which only authorised persons can gain access.

Those staff members who **cannot produce 2G certificates** must present an up-to-date negative test result for every day of work on campus. Only test certificates from public and university testing centres (antigen rapid test 24h, PCR test 48h) are admissible.

Ideally, a central place, where possible near the entrance, will be set up in all facilities and institutes where

- The overview of staff without 2G status is deposited,
- The relevant staff show their test result in paper form, or digitally as an email, before starting work and
- the check is documented.

The university is obliged by law to **document the checks**. All of these overviews have to be kept for 6 months in a place inaccessible to unauthorised persons and thereafter destroyed in compliance with data protection regulations. The group of those authorised to see the documentation must be kept as small as possible. The procedure described above is admissible under privacy law.

For example: in an institute/facility, the heads of department make the first check of 3G status and then pass the names of the people without 2G status on to the institute/facility management. It will identify 2-3 authorised persons at a central office who have access to this overview and to whom the valid test certificates must be presented on a daily basis.

The university offers all its members of staff two rapid antigen tests per week, free of charge, in its already established **test centres**, open Monday to Friday, from 8am to 4pm:

- Campus Old City: courtyard of the New University
- Campus Im Neuenheimer Feld: in front of the Mensa

Please bring along a staff ID (e.g. service card) and, if possible, a completed [test certificate](#). The rapid antigen tests are conducted according to the statutory requirements and the test result is available approx. 15 minutes later. A negative test result is confirmed in writing and is valid for 24 hours on the whole premises and for all on-campus classes/events at the university. Please note that, in the mornings, it may be necessary to wait in line. The time needed for the test and travel to the test centre must not be counted as working time.

For further quality test certificates the City of Heidelberg provides e.g. public testing opportunities. As of now it is no longer permitted to issue test certificates within the institutes and facilities themselves as evidence of 3G compliance. A continuation of the special rule for employees involved in teaching operations, i.e. up to 5 free tests per week, no longer applies – all members of staff are now subject to the same rules.

If staff members refuse to present a valid 3G certificate or do not carry it with them, they will be suspended without pay. In these cases, the university reserves the right to take more far-reaching steps under labour and service law, and, as appropriate, to apply further sanctions from the Infection Protection Act. There is no entitlement to work from home on grounds of not possessing a 3G certificate.

Extending the 3G rule

The Rectorate of Heidelberg University, which has the right to determine who is allowed or denied access to its premises, has extended the 3G rule to all members and associates of the university who are either present or work in university buildings, as well as to guests and visitors. In principle, the directors of institutes/facilities are entitled

to check on observance of the 3G rule in individual cases, or to authorise certain persons to do this. Verifying certification will ideally happen at the entrance to the building through a sight check, or by using the Robert Koch Institute's CovPassCheck-App, but at the latest when in contact with the person concerned.

When staff of external firms are deployed on university premises, the firm has to check that people are carrying a valid 3G certificate – the respective employer has to inform the firm of this. If necessary, the university can make a further check.

Extension of home office

In keeping with the latest version of the Federal Infection Protection Act, Heidelberg University has extended the possibility of working from home on a temporary basis. We must keep in mind, however, that the university is proceeding unchanged with full-scale research and teaching on campus, and this will remain the case. In order to be able to continue to guarantee research and teaching, as well as the other university activities, it is necessary to keep up in-person presence at work. In this context, I have appended a relevant [letter from Minister Theresia Bauer](#) for your perusal.

You are therefore kindly asked to continue to observe the following criteria:

- All home office work is on condition that ongoing on-campus operations in research and teaching continue to be guaranteed, along with the administration, all services and the usual contact opportunities. All opening hours are as before, all office and consultation hours and service centres remain available and all university buildings are open as usual.
- Work areas requiring direct contact to those seeking advice, and hence physical presence on site, are generally excluded from the opportunity of working from home. This includes e.g. central offices in institutes/facilities that coordinate the organisation of work and guarantee communication, offices open to students and for advice, laboratories, libraries, central distribution and service offices.
- A home office is, however, generally possible with a “packaging” of assignments that do not necessarily have to be carried out at the university workplace.

The responsible executive staff will decide independently, in consultation with their administrative staff, on the possibilities and arrangements for working from home, and will document them in a suitable way. The facilities and institutes will send the Human Resources Division overviews of the home office work agreed in each case. In so doing they will, at the same time, confirm that university operations are still guaranteed in all the above-mentioned cases in the form described, and likewise that the staff can be reached as before. Further information on these processes will be posted for you shortly on the website of the Human Resources Division.

In those areas in which home office is not possible, e.g. due to the nature of the work or because of constant face-to-face requirements, particularly careful attention should still be paid to respecting occupational safety. Our measures in the last one and a half years have proved themselves. The hygiene protocols, the individual coronavirus risk assessments and the rising vaccination rates are now being reinforced by the 3G checks.

In keeping with the Federal Infection Protection Act, this rule applies at Heidelberg University as of now, through to 19 March 2022, unless the law changes.

New State Coronavirus Ordinances

Furthermore, today sees the introduction of Alarm Level 2 in the State of Baden-Württemberg, on the basis of its updated Coronavirus Ordinance. This entails supplementary arrangements e.g. for cultural events, extra lectures and information sessions. A new version of the Coronavirus Ordinance on degree-related operations is also expected this week. We will inform you as soon as possible on developments and will update the central coronavirus website accordingly – but please be patient.

Vaccination opportunities

Various opportunities for vaccination against coronavirus are still available to you on the part of the Rhine-Neckar District health authority, City of Heidelberg and many local doctors' offices. At the same time, the university is in close exchange, inter alia, with the university medical service and the health authority, in order to enable additional vaccination opportunities explicitly for university staff, without much waiting. We will be glad to give you further information as soon as such capacities can be offered.

Coronavirus Service Portal

Please direct all your concerns about the Covid-19 issue, including teaching, to our Coronavirus Service Portal.

Tel. 06221-54-19191

Email: service.corona@uni-heidelberg.de

The Deans of the Faculties were briefed in detail today about the procedure of the Rectorate, and I hope you will bear with us for this last-minute communication. The university, too, gets news of changes in law and ordinances at very short notice.

Many thanks for your support with the implementation.

Warm regards and stay healthy!



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