Instructions for action and implementation by the CAU University Board in response to the decrees issued by the Ministry of Health on 12.03.2020 and 14.03.2020, as well as the State Chancellery on 12.03.2020 and 14.03.2020

Reference:
-- Decree of general ruling on the prohibition and restriction of contacts in certain public areas by the Ministry of Social Affairs, Health, Youth, Family and Senior Citizens of the state of Schleswig-Holstein on 14.03.2020
- Decree by the State Chancellery of Schleswig-Holstein on public services law and labour law measures in connection with the spread of the new coronavirus SARS-CoV-2 on 12.03.2020
- Decree by the State Chancellery of Schleswig-Holstein on personnel and organisational measures in connection with the spread of the new coronavirus SARS-CoV-2 on 14.03.2020

1. Courses
All courses with face-to-face teaching activities are initially cancelled until 19 April 2020. Alternative digital teaching formats may be used which do not require attendance of teachers and students. Further clarifications on the basis of the decision by the University Board and the deans on 13.03.2020 will be issued separately.

2. Other course events
The prohibition of face-to-face events also applies to all non-curricular events, as well as to events for advanced and further training.

3. Examinations
All examinations are postponed until further notice, except for digital examinations which do not require attendance, as well as individual examinations. The faculties determine whether and how individual examinations may take place. Further clarifications on the basis of the decision by the University Board and the deans on 13.03.2020 will be issued separately.

4. Libraries
All libraries at the CAU are closed to all members of the public with immediate effect, initially until 19 April 2020.

5. Museums
All museums at the CAU are closed to all members of the public with immediate effect, initially until 19 April 2020.

6. Sports Centre / university sports
All sports facilities are closed with immediate effect, initially until 19 April 2020. No courses or sports events will take place at the Sports Centre.

7. Closure of all counselling centres to the public
All counselling institutions at the CAU are closed to all members of the public with immediate effect, initially until 19 April 2020. Counselling should take place by phone and by e-mail until further notice. The heads of the affected institutions will ensure adequate availability by phone.
8. Research and other administrative operations
Research as well as general administrative and other activities which are not directly related to the provision of training courses are not restricted. These operations should be maintained. However, the provisions of No. 9 and 10 must be observed.

9. Events
No public events will take place on the CAU premises, initially until 19.04.2020. All internal events as well as discussions, meetings of working groups and committees, etc., should be cancelled or postponed, insofar as they are not absolutely necessary to maintain university operations, or can be carried out as telephone or video conferences. Any essential meetings, discussions or sessions, which cannot be carried out by video or telephone conference, must follow the prescribed hygiene measures and distance regulations. A guideline will be provided to help decide on whether to hold events that are not subject to a general prohibition.

10. Regulations for CAU employees
With the aim of reducing the transmission rate of the coronavirus, and in accordance with the decree issued by the head of the State Chancellery on 14.03.2020, the following regulations apply to CAU employees with immediate effect - limited until 19.04.2020:

10.1. Attendance obligation / home office:
Contact opportunities should also be minimised as far as possible in the workplace. Supervisors should deploy all employees in their home office, insofar as their presence on site is not required for maintaining essential operations. In the faculties, the deans determine which functions and activities this affects. In the remaining areas, this is decided by the heads of the institutions. Until further notice, CAU employees are only obliged to attend work to the extent necessary to complete their tasks. Employees who are not able to fulfil their duties from their home office are released from the obligation to perform their duties:

- for civil servants, the corresponding absence from duties is authorised in accordance with Section 67 (1) LBG.
- for tariff-based employees, the employer expressly declines to accept the work performance offered (default on acceptance).

The right to receive full remuneration/salary remains unaffected. The supervisors should document the exemptions from duties and inform Human Resources by submitting a list. If employees continue to work on site, then hygiene and distance regulations must be complied with in the offices and laboratories.

10.2 Regulations for employees who belong to a risk group
After conducting a risk assessment, employees who are assessed as high-risk must definitely be sent to their home office. In this regard, please note the instructions issued by the Robert Koch Institute.
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html
Affected employees must inform their supervisor that they belong to one of these high-risk groups specified; the presentation of a medical certificate is not required.

10.3 Travel
All members of the CAU are urged to avoid private travel to high-risk
areas, particularly affected areas or neighbouring regions. In addition, in view of the current situation, every private and business trip should be reconsidered, because the risk assessments can also change at very short notice. The CAU university fleet is no longer available until further notice. The dean of the respective faculty may decide on exceptions in connection with research projects.

CAU employees who are already abroad, and who cannot leave their current location due to restrictions by local authorities, or other reasons of de facto impossibility (e.g. no flights available), are deemed to be released from the obligation to perform their duties. Holiday entitlement must be used first before release from duties. Those affected must inform their supervisors immediately.

10.4 Special leave regulations in connection with the closure of schools and kindergartens

The closure of schools and kindergartens ordered by the state government poses new challenges to employees in terms of taking care of their children. In this regard, special holiday arrangements have been approved by the State Chancellery. This is intended to be a fall-back solution. The priority is to use the home office where possible. If this is possible due to the nature of the activities, then the special leave regulations do not apply. The maximum duration of the special leave regulations is aligned with Section 13 (2) SUVO ("Kind krank / sick child"). With regard to the age of the child being cared for, this applies uniformly to children up to the age of 14.

10.5 Working time framework / suspension of time recording

Recording of working time is suspended from 16.03.2020 until 19.04.2020, i.e. all employees who are subject to recording of working time will be deemed to have fulfilled their required hours. The legal provisions regarding maximum working time and rest periods must be observed.

10.6 Already approved holiday

If holiday has already been approved, this must be used first before granting special leave or release from duties. The approval of holiday already frees the employee from the obligation to perform their duties, and thus no granting of special leave or release from duties is required.

11. Prohibited entry for travellers returning from risk areas

Persons who in the last 14 days have been in a risk area or a particularly affected area, as currently determined by the Robert Koch Institute (RKI), may not enter the university for a period of 14 days after their return from the risk area or particularly affected area. It is sufficient that the determination of the areas as being at risk or particularly affected by the RKI takes place within the 14-day period. The risk areas are updated on a daily basis (LINK).

CAU employees affected are urged to stay away from the university for a period of 14 days. Employees must inform their supervisor, professors inform their dean, who will in turn inform Human Resources. Those affected should use the possibility to work from their home office. If the employee’s tasks do not permit working from a home office, they may be released from their duties and/or work obligations. This should be clarified with Human Resources on an individual basis.

If travellers returning from risk areas experience any cold or flu symptoms, they should obtain advice from their general practitioner or via the telephone number 116117, on whether diagnostic testing is required.

These regulations also apply to all other travellers returning from alpine skiing areas.