Instructions for action and implementation by the CAU University Board in response to the regulations and decrees issued by the State of Schleswig-Holstein regarding measures to combat the spread of the new coronavirus

Reference:
- State regulations regarding measures to combat the spread of the new coronavirus SARS-CoV-2 in Schleswig-Holstein (SARS-CoV-2-Bekämpfungsverordnung – SARS-CoV-2-BekämpfVO) from 18 April 2020
- Decree of general ruling on the prohibition and restriction of contacts in certain public areas from 18 April 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 from 16 April 2020
- Regulations for quarantine measures for people entering or returning to the country to combat the coronavirus by the State of Schleswig-Holstein from 9 April 2020

0. Preliminary remarks
This document replaces the instructions for action and implementation by the CAU University Board from 15 March 2020 and the exceptions for libraries from 5 April 2020. Detailed information about all regulations and measures can be found on the CAU’s coronavirus pages under https://www.uni-kiel.de/de/coronavirus

1. Courses
No courses with face-to-face teaching activities will take place until further notice. Alternative digital teaching formats may be used which do not require attendance of teachers and students.

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. The University Board and the Deans will schedule the substitute exam period for the previous winter semester in such a way that current teaching is not interrupted.

4. Libraries
The University Library (Central Library) will remain closed to all visitors. This does not apply to staff of commissioned service providers or companies. The University Library is offering a range of digital compensation offers which can be found on its website. Researchers and lecturers can use the specialised departmental libraries for the faculties, departments and institutes to prepare their teaching material for the summer semester 2020, under observation of the hygiene standards. The Deans will specify regulations for access to the individual specialised departmental libraries for their faculties, under consideration of the spatial conditions on site. In doing so, they will make sure that hygiene standards and distancing regulations are adhered to. Entry should be organised using appropriate measures which mean that library staff on site are not required as much as possible.
5. Museums
All of the CAU’s museums are closed to the public until further notice.

6. Sports Centre / university sports
All sports facilities are closed until further notice. 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 the public. Counselling will take place by telephone and e-mail. 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. In doing so, the provisions and specifications of No. 9 and 10 must be observed.

9. Events
No public events will take place on the CAU premises until further notice. 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. All meetings that are deemed absolutely necessary and which cannot be conducted by telephone or video conference must adhere to the prescribed hygiene measures and distancing regulations. Please see the guidelines by the University Board from 21.04.2020 for information about conducting appointment procedures for professors.

10. Regulations for CAU employees
With the aim of reducing the transmission rate of the coronavirus and continuing to maintain control over the infection rates, the following regulations apply to CAU employees as from 27.04.2020, in accordance with the decree issued by the head of the State Chancellery on 16 April 2020, limited at the moment until 10 May 2020:

10.1. Attendance obligation / home office / organisational measures: Contact opportunities should also be minimised as far as possible in the workplace. Supervisors shall deploy all employees in their home office or they shall continue to work from home, 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. The Heads of the facilities make this decision in all other areas. The obligation to attend work is therefore restricted and working from home is prescribed.

Employees who are not able to fulfil their duties from their home office should coordinate closely with their superiors to start working back at the University if this can be implemented under consideration of the distancing and hygiene regulations. In this case, therefore, a restricted attendance obligation exists. The superiors and staff must observe the following principles:
- Shared or group offices must only be occupied by one person.
- Open-plan offices, workshops and other working areas where several employees congregate must be organised in such a way that personal contact between staff is reduced to a minimum level. Hygiene and distancing regulations must be adhered to in offices and laboratories. The information
and recommendations by the Central Unit: Safety Engineering must be observed in this regard.

- All other contacts within and outside of the office should be reduced to a minimum level.
- A strict hygiene regime applies. The hygiene recommendations by the Federal Ministry of Health (https://www.infektionsschutz.de/) can support you in this regard.
- Working in staggered shifts is an option. Shifts must be firmly allocated. Shifts must not be swapped around to keep the potential contact controllable.
- There is also the option to stagger work over different days to avoid or reduce personal contact and to enable staff to at least complete some of their work.

In addition, it is generally the responsibility of the immediate superior to check which other tasks could be completed in order to ensure that all staff members have enough to do. Superiors can assign other tasks for a limited period of time (within the framework of salary brackets).

If it is neither possible for employees to work from home nor at least partially in the office, after reviewing all organisational possibilities and adhering to the framework conditions above (working in staggered shifts), then employees will be released from duties after consultation with their superior and under continued payment of the remuneration/salary. The supervisors should document the exemptions from duties and inform Human Resources by submitting a list.

10.2 Regulations for employees who are in a risk group
Superiors should send employees who have existing conditions, according to a risk assessment, to work from home, or should continue to do so if they are already working from home. Please see the information by the Robert Koch Institute which can be referred to for risk assessments: https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogruppen.html In operational practice, this means that special consideration be given to the existing conditions named there (such as cardiovascular diseases, diabetes, immunodeficiency), but that age alone, for example, is not relevant for decisions. Affected employees must inform their supervisor that they belong to one of these risk groups specified; the presentation of a medical certificate is not required.

10.3 Travel
All members of the CAU are strongly encouraged to reconsider all private and business trips and to avoid all business trips that are not absolutely necessary. In view of the situation, strict standards must be applied to approvals for business trips. The CAU university fleet is not 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 work from home 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"). This relates to children up to and including Year 6.

10.5 Working times/recording working times
Recording of working time is suspended from 16.03.2020 until 03.05.2020, i.e. all employees who are subject to recording of working time will be deemed to have fulfilled their required hours. As from 04.05.2020, working times will have to be recorded again. The maximum amount of missing hours that can be transferred is then reset to zero for the time until 10.05.20, initially. Until further notice, working timeframes remain extended from 6am to 10pm in order to enable as much flexibility as possible. The legal provisions regarding maximum working time and rest periods must be observed. If on site work is converted to shifts to reduce the risk of infection, all organisational precautions (including hygiene and distancing regulations) must be fully utilised in order to make it possible for the employees to generally manage their individual regular working hours. If this is not possible for organisational reasons, areas (such as labs, animal keeping and similarly organised areas) can coordinate deviating regulations in terms of recording working hours with Human Resources by submitting their prepared shift plans.

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 or coming from risk areas
People entering Schleswig-Holstein from a country outside of Germany must be quarantined at home for 14 days and may not enter University grounds or premises during this time. This also applies if they are entering the state from abroad via a different state. Please see the regulations for quarantine measures for people entering or returning to the country 9 April 2020: https://schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Erlasse/200409_Verordnung_Reiserueckkehrer.html
Employees affected by this must inform their superior immediately, professors inform the Dean; the superior or Dean will inform Human Resources. Those affected should use the possibility to work from home. If the employee’s tasks do not permit working from home, they may be released from their duties and/or work obligations. This should be clarified with Human Resources on an individual basis.

12. Cases of illness or suspected cases
Employees displaying unspecific, general symptoms or respiratory problems - regardless of the severity and manifestation - who had contact to a person with a verified coronavirus infection or who returned from a trip abroad within the last 14 days, are considered incapacitated to work and must not come to work. Those affected should immediately contact their superior, consult their doctor by telephone and call in sick to work. In the event of a confirmed infection with the coronavirus, employees are obliged to inform their employer that they are ill and cannot work (Section 5 (1) of the German Continued Payment of Salary Act (Entgeltfortzahlungsgesetz)). University management urges those affected who have become infected with the coronavirus to inform the University of the nature of their illness, as an exception to the rule, so that measures to protect other staff members can be taken immediately and the work of the health authority is supported. Quarantines ordered by the health authority must be reported to your superiors and the relevant contact person at Human Resources.