



I. Workplace design

1. Are staff allowed to rearrange furniture and equipment in offices independently? Is support available for such purposes if necessary?

You may carry out smaller tasks that do not involve injury risks yourselves. If you have more extensive tasks to fulfil, you may contact the [caretakers in the Facility Management Department](#).

2. When is a two-person office/shared office considered too small?

At present, use of an office by two or more persons at a time is to be avoided. If this is not possible, it must be ensured that a minimum distance of at least 1.5 m between all persons present can be kept at all times – otherwise, the office is too small.

3. Is there sufficient protection in two-person offices if there are two monitors between the members of staff?

If the distance between yourself and the person opposite you is 1.5 m, no further protection is required. If the distance is less than 1.5 m, the monitors do not provide sufficient protection and they are not an adequate replacement for a (transparent) barrier, e.g. a screen or plastic curtain.

4. How can schedules help reduce the intensity of use of workspaces?

This means that staff is to be scheduled to be present on campus at different times. Schedule only as many members of staff to be present at the same time as the premises permit if the distance rule is adhered to. This includes corridors and common rooms.

5. Rooms that are currently not used for teaching are to be employed as workspaces in order to better distribute staff working on campus. Is there an overview of available rooms?

The individual organisational units are responsible for managing their own meeting rooms and offices. In addition, you can find availability information on centrally managed rooms via [LSF](#). If you would like to book an available room, you can also do so via [LSF](#).

6. Who organises distance labelling?

The Facility Management Department will centrally install signs at frequently used entrances and staircases. The Staff Unit for Occupational Safety & Health and Environmental Protection provides material for labelling that individual organisational units have defined themselves (e.g. distance marking).

7. Who instals (transparent) barriers between workstations? Are there any contacts for these tasks?

The barriers provided by the carpenter's workshop are not complicated to install. Thus, staff can set them up themselves. If you do need help installing the barriers, please contact the carpenter's workshop.

8. What can you do if you are unsure how the distancing rules can be implemented in departments that have visitor contact?

It may be helpful to adjust or supplement the measures outlined in the internal action plan for your department. When doing so, you can follow the S-T-O-P principle:



- 1) **S**ubstitute (replace) sources of danger
- 2) **T**echnical measures
- 3) **O**rganisational measures
- 4) **P**ersonal measures

If you need help implementing, adjusting or supplementing measures, the Occupational Safety and Health Specialists (technical and personal measures) and the Work Psychology Unit (organisational and personal measures) will provide assistance.

9. Can a workstation be used by different persons on different days? What must be taken into consideration in such scenarios?

Yes, this is permitted if it is ensured that workstations that are used alternately by different staff are cleaned on every workday. **Cleared** work surfaces, telephones and door handles will be cleaned by the cleaning service on every workday.

If the staff schedule provides for different members of staff working at the same workstation **in the course of one workday**, staff have to organise cleaning between two shifts themselves.

10. Where can you spend your breaks?

If you have an office, you can spend your break there or outdoors. Please also comply with the general hygiene and distancing rules during your breaks.

If you do not have an office, your department should provide a sufficiently large break room that allows ventilation. Unused rooms (see [LSF](#)) can also be employed for this purpose. A break schedule may be helpful to ensure compliance with distancing rules and avoid queues.

11. When will catering services in canteens and cafés resume?

The [U-Café](#) at the Duisburg campus (Building LA) and the [gelbe Cafete](#) at the Essen campus (Building T01) are currently open between 9.30 a.m. and 2 p.m. Interior seating and sanitary facilities can be used but are subject to restrictions. The outdoor facilities of the U-Café are the only ones that may be used at present. All others remain closed. The ['Die Brücke'](#) café at the Essen campus is in operation. Please comply with the general hygiene and distancing rules when visiting. The canteens operated by the *Studierendenwerk* will remain closed for the time being.

12. How is contact to be documented?

The commissioning or inviting/organising unit must always document contact. For simple tracing in accordance with Section 2a of the Coronavirus Protection Ordinance (CoronaSchVO), names, addresses, phone numbers and, if the composition of the group changes, attendance times must be recorded in writing and kept for four weeks. Documenting such information in meeting minutes, attendance lists and calendars is sufficient. For UDE staff and other known participants, addresses and phone numbers do not need to be documented if this information can be subsequently retrieved at any time. For all other cases, forms are available in the [download section of UDE's coronavirus information page](#) (German only: → *Schutzmaßnahmen und Arbeitsplatzgestaltung* → *Kontaktdokumentation*).

Documentation will be ensured in a different way for the central areas below:

- The staff schedule of the cleaning company will be consulted to identify contact with cleaning staff.

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- For window cleaning services, the accompanying caretaker will document basic information.
- In the case of centrally organised maintenance and repair services, the person commissioning the work is to document the parties involved (contractors).

This data will then be matched with the presence documentation of the units visited as required. In addition, it is helpful if visited units record contact with present staff in order to allow prompt mutual notification if infections occur.

Additional information:

Some self-contained areas have lists for contact documentation purposes posted at their entrances in which you are to note your information upon entering. However, in doing so, minimum data protection requirements must be met – personal address information and phone numbers must be protected and must not be visible to other visitors (e.g. only the name, contact person and time are to be entered in the list while contact information is left with the contact person).

Guests and external parties must be instructed on the coronavirus-related measures in place at UDE (once is sufficient for returning guests). Supporting material is also available for this purpose in the [download section of UDE's coronavirus information page](#).



II. Hygiene and cleaning

1. What does regular ventilation mean?

The German Social Accident Insurance (DGUV) recommends airing out rooms with the windows wide open for ten minutes four times a day. In the case of contact with visitors or required meetings, the room should be ventilated immediately after each visit. Please remember to include the time required for this in your planning.

2. What effect do ventilation systems and recirculating air cooling devices ('air conditioning') have?

As both types of systems are often referred to as 'air conditioning' in everyday use, a distinction must first be made between ventilation systems and recirculating air cooling devices.

A ventilating system has separate supply and exhaust air ducts. This is rather positive as it makes for a permanent exchange of air. Such systems are usually in place in ventilated lecture halls and classrooms.

Recirculating air cooling systems cause the air in the room to mix but the air is not exchanged. Therefore, recirculating air cooling systems cannot replace ventilation. (At no given time.)

If you are unsure what type of system is installed in a room, the Building Services Engineering unit of the Technical Facility Management Department will provide information.

3. How is regular cleaning of shared workstations and equipment organised?

Cleaning of shared equipment (devices, table surfaces, etc.) and workstations has to be organised within each department. If another person is to use equipment and workstations, the subsequent user must clean them. Using a cleaning agent or glass cleaner for cleaning is sufficient. Disinfection should only be applied in exceptional cases. In doing so, please consider the hygiene plan.

4. Are the handles of office doors cleaned on a regular basis?

In rooms that are cleaned on every workday, the door handles will also be cleaned.

5. How should you deal with staff and colleagues who do not comply with the hygiene measures?

If you know the person in question, talk to them calmly and ask them to comply with the general hygiene measures. If their behaviour does not change, please contact your line manager.

6. How should you deal with persons who do not comply with the hygiene measures and whom you do not know?

The usual [recommended behaviour for emergency situations at UDE](#) applies. If the other person is aggressive, immediately retreat and call the police (☎ 110).

7. What is the process if employees of contractors do not comply with the hygiene measures?

In such cases, please contact the person who has commissioned or who coordinates the work. Where structural work is concerned, this person is usually a colleague from the Facility Management Department.

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8. Who is to be informed if soap or paper towels are lacking in washrooms?

Please contact the Facility Management Department via reinigung@uni-due.de.



III. Occupational safety and health

1. Will the implementation of the action plan and the creation of a supplementary risk assessment be checked?

As with other risk assessments, approval is not required. Documentation is to be carried out using the usual process, e.g. by filing relevant documents in the 'Arbeitsschutz' binder ('red occupational safety and health binder'). In addition, please keep a digital version (e.g. completed file or scanned copy) available to allow random checks by university management, occupational safety and health staff or members of the Staff Council (e.g. access via a network drive or providing a copy via e-mail).

Members of the Staff Council and the university's Occupational Health Service may conduct random visits for inspection (focus on coronavirus-related measures). In principle, this approach corresponds to the usual process – adapted to the current situation. Please remember that verifying the effectiveness is part of the regular process for risk assessments.

2. Is it sufficient to conduct a risk assessment once or does a new one have to be created if changes (to the requirements or operational procedures) occur?

As with regular risk assessments, supplementary risk assessments have to be extended, adjusted or newly created if legal requirements change or new tasks are (re)assumed that have not been included in the previous assessment, for example. If a review shows that modifications are unnecessary, proof of this review can simply be documented in the form of a note including the date and signature or initials of the unit head.

3. Does a regular risk assessment have to be conducted even if a supplementary risk assessment has already been created?

Yes, the regular requirements regarding occupational safety and health continue to apply.

4. Does mobile working have to be considered in the risk assessment?

In general, mobile working is intended for short periods. At present, it is used more extensively. Risk assessments – also, in the usual context – should consider the specific circumstances of mobile working if this option is to be provided. If a permanent permission for remote work is to be granted, a corresponding request has to be submitted. A separate risk assessment has to be created for remote work.

5. If risks have been identified, how quickly or until what deadline do measures to mitigate these risks have to be implemented?

The same regulations as usual for occupational safety and health apply. If necessary, preliminary measures should be implemented to reduce risks until the actual measures take effect.

6. Who can provide assistance if questions regarding the risk assessment occur?

If you have any questions regarding the creation of a risk assessment, you can contact the Occupational Health and Safety Specialists, the Work Psychology Unit and the university's Occupational Health Service.

7. Are staff schedules also required in academic units?

Staff schedules are required for all members of staff of UDE irrespective of the units they work in.



In larger units, the [staff schedule template](#) by the Department for Human Resources and Organisation can be used for this purpose. In smaller units, it may be possible to incorporate the schedule in the risk assessment.

If all members of staff have their own offices, this is certainly easier to handle than for units with many offices with multiple users, laboratories, workshops or shared facilities for numerous members of staff. In the latter cases, it is particularly important to initially define which tasks require presence on campus.

8. Does the university's Occupational Health Service offer further preventive check-ups in addition to the regular preventive health care services?

There is no specific coronavirus-related preventive occupational health check-up. Employees' questions regarding work under 'coronavirus' conditions will, of course, be answered.

9. Which occupational health services are currently not offered by the university's Occupational Health Service?

From July, examinations can be conducted once again. Consultation by phone continues to be available.

If you had a confirmed appointment for an examination that has been cancelled, please contact the Occupational Health Service in order to reschedule. Otherwise, invitations for regular appointments will gradually be sent out.

In connection with appointments, please note:

- You must wear a face mask.
- In order to prevent queues, please be on time for your appointment.

10. What is the proper way to store a face mask?

Face masks must be kept in hygienic conditions. If you are moving, use a container or a pouch, for example, and make sure the inside does not touch any elements that have contact with the exterior. Thus, the bands should not be placed inside the container. You need to let your face mask air out and dry after using it. The best way to do this is to lay the face mask out flat in a protected place or hand it on a hook in such a way that it does not touch any other textiles.

11. How can a textile face mask be kept clean?

If staff use textile face masks, they have to clean them regularly themselves. The safest methods for this are machine washing at at least 60 °C or boiling the face mask in a pot of water for about ten minutes. All other methods (ironing, oven, microwave, etc.) are only effective to a limited extent because the temperature varies in different parts of the mask. Face masks with wires must not be microwaved due to the fire hazard.

12. In which working conditions is FFP2-quality respiratory protection required?

FFP2-quality respiratory protective masks without valves should only be worn in exceptional cases since, according to the university's Medical Officer, using such masks involves a strain to the body that should not be disregarded. FFP2 masks may only be used if none of the other protective measures can be successfully applied. Therefore, rules should be in place that, in any situation where a distance of 1.5 m cannot be kept and other types of separation cannot be applied, all persons involved must wear face masks. FFP2-category respiratory protection is usually only



required if you have direct contact with individuals who are (known to be) infected or with infectious material, e.g. in health services or laboratory diagnostics.

Please note that, when using FFP2 masks without valves,

- the wearing time is restricted to 75 minutes at a time
- a recovery time of two minutes must be allowed for every five minutes of wearing time (i.e. 30 minutes of recovery time after 75 minutes of wearing time, for example)
- respiratory protection may only be used on four days per week, with use being restricted to a maximum of two consecutive days at a time
- optional preventive health care is required if the mask is worn for more than 30 minutes per day
- instructions must be given on the proper way to wear them

Below are the standard measures applied at UDE by order of priority:

Keeping a distance – Barriers – All persons involved wear face masks

Further protective measures require specific preparation and must therefore be planned independently by the respective unit. (In particular, optional preventive health care and instructions must be provided before the first use.)

Examples of how the use of FFP2 masks can be avoided and when they may be used:

- A) Invigilating examinations: the candidates' identities are checked when admitting them to the examination room during which process the students wear face masks. Thus, it is sufficient for the invigilators to also wear face masks. During the examination, the students are seated with sufficient distance between them. Thus, they do not have to wear their face masks. When questions need to be answered, either the minimum distance must be kept or both parties have to wear face masks. The conditions under which candidates who are unable to wear face masks can be allowed to participate in the examination must be determined and prepared beforehand. Wearing FFP2-category respiratory protective masks may be necessary if none of the other measures can be applied.
- B) Instructing contractors: individual employees of contractors do not have to wear face masks if they work by themselves and can keep the minimum distance from others. If the minimum distance cannot be kept while UDE staff provide instructions to contractors, both parties must wear face masks. If the staff of the contractor do not have their own face masks, UDE will provide them with masks.
- C) Encounters with external parties: if the caretakers or security service are called upon when individuals have to be removed from UDE buildings, use of FFP2 respiratory protective masks may be required if the relevant individuals are not wearing face masks, especially if the individuals appear nervous or aggressive.

IMPORTANT NOTICE:

If you need to wear respiratory protection from one of the FFP categories for reasons other than infection control, you still have to use masks with corresponding certifications. Exceptions for the use of masks certified in accordance with other standards (e.g. KN95) are only permissible for purposes of infection control relating to SARS-CoV-2.

13. Can face shields be used to replace face masks?

Face shields can, at best, only intercept droplets that hit the shield directly. Aerosols can travel around the open sides. Therefore, face shields cannot be considered equivalent alternatives to face masks according to the Robert Koch Institute.



The current version of the Coronavirus Protection Ordinance (CoronaSchVO) allows **face shields that cover the entire face** if **no other protective measure applies** and **constant use of textile face masks would have negative effects**.

Examples:

- A) Medical reasons (proof required)
- B) Areas in which the aerosol load is kept low by means of forced, significantly increased air change rates (e.g. laboratories)
- C) Care and counselling situations during which facial expressions and recognition play an essential part (e.g. childcare services)

It is crucial that the face shield be worn properly and sufficiently large (vertically in front of the face)

14. Does the legal requirement regarding the number of first aiders have to be adhered to even if not all staff have returned to work on campus?

Yes, basic availability must also be ensured with regard to first aid. In this context, you may also enlist the services of staff from neighbouring units as first aiders as usual. It is to be attempted to meet the minimum ratio stipulated in DGUV Regulation 1 even in the case of a reduced number of staff present. The quota for universities is ten per cent of the staff **present**.

In order to allow networking among the first aiders, the [list of persons who have received first-aid training](#) has been sent to all first aiders and made available on the web pages of the Occupational Safety and Health Unit (access requires university user credentials).

15. Does first aid have to be organised for staff working from home?

No, first aiders only have to be available for two or more members of staff present. Otherwise, it is sufficient if there is a possibility to make an emergency call via landline or mobile phone.

16. Is there anything in particular that first aiders should be aware of at present?

No, first aiders must always take care to protect themselves. Securing an accident scene or wearing gloves when dressing wounds are classic examples of this. This rule applies irrespective of the current SARS-CoV-2 pandemic. At present, first aiders should particularly mind measures for their own protection, e.g. by using respiratory protective masks or safety goggles (if available). This also includes keeping a distance if possible. Moreover, proper coughing and sneezing etiquette and thoroughly washing your hands are also important.

17. Is rescue breathing obligatory when performing resuscitation measures?

According to the German Social Accident Insurance (DGUV), it is always – i.e. also during the SARS-CoV-2 pandemic – at the discretion of the individuals involved in the resuscitation whether or not they administer rescue breathing. The crucial step is to immediately make an emergency call and make sure that someone is at the entrance to meet the rescue service and guide them to the scene.

18. Who are the contact persons for staff who still feel insecure despite the prescribed measures?

In addition to your direct superior, you can also contact the Occupational Health and Safety Specialists, the Work Psychology Department, the university's Occupational Health Service, the Social Officers and the Staff Council.

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19. Who are the contact persons for line managers who still feel insecure despite the prescribed measures?

For technical issues and questions regarding material occupational safety and health protection, the Occupational Safety and Health Specialists will provide assistance. In the case of medical questions (e.g. regarding risk groups), you can contact the university's Occupational Health Service. If you have questions relating to the implementation of measures and the mental stress for the members of your team, the work psychology experts will provide support.



IV. Questions relating to employment law

1. Are specific regulations in place regarding the entitlement to annual leave for 2020?

The existing leave regulations continue to apply. Leave for 2020 will expire on 31 March 2022.

However, annual leave serves the purposes of recreation and keeping up productivity and should, therefore, usually be taken in the year it is granted for.

2. What must be taken into consideration with regard to quarantine requirements in the context of holiday travel?

If you are planning any **personal** travel abroad, please check whether your destination is classified as a **high-risk area** beforehand. The Corona Entry Ordinance still stipulates that residential quarantine is obligatory upon returning from certain countries.

If you are subject to quarantine upon returning from a stay abroad and this fact was known when you left Germany, **you may not be entitled to receive your wage/salary for this period.** Therefore, please consult with your line manager whether you will be able to work from home for the duration of your quarantine before you travel. Alternatively, please request approval for two additional weeks of leave immediately after your return from a high-risk area or permission to take time off in lieu if you have worked extra hours.

[Information on the designation of international risk areas \(including the list of risk areas\) provided by the Robert Koch Institute](#)

3. What must be done if the local health authority has imposed a quarantine?

If the responsible health authority has imposed quarantine on you, you are obliged to comply with its quarantine requirements.

Submit the written order that the health authority issued to you to the Human Resources Department immediately. You can scan or take a picture of the order, for example, and e-mail it to: personaldezernat@uni-due.de.

In addition, please inform your line manager immediately.

Staff employed at UDE under a collective agreement will continue to receive their wages (as is the case with sick leave, payments will be made for a maximum of six weeks) and civil servants will receive their salary.

4. What must be done if the local health authority has recommended (not imposed) a quarantine?

You must not enter UDE facilities and premises for the duration of the quarantine recommended by the health authority.

Please contact the Human Resources Department via personaldezernat@uni-due.de and your line manager by all means and inform them about the recommendations and measures taken by the health authority.

5. Is mobile working possible in cases of recommended or imposed quarantine?

If a quarantine has been imposed on you but you do not have any symptoms, you can work from home. Please discuss which tasks you can and are expected to fulfil directly with your line manager.



Even in cases of recommended quarantine, the following applies: the individuals in question must not enter UDE facilities and premises for the duration of the quarantine recommended by the health authority. If you are not ill and unfit for work, you are generally obliged to work. Please consult with your line manager whether mobile work is possible and which tasks can be fulfilled from home.

6. What is the procedure for cases where staff report symptoms themselves (suspected cases)?

At UDE, individuals who are tested for COVID-19 infection because they have symptoms but who did not (knowingly) have contact with any confirmed COVID-19 cases are treated like confirmed COVID-19 cases until the test result is available as a matter of precaution.

Beyond that, V. 5 and V. 6 apply accordingly.

7. What applies to individuals who share a household with confirmed infection cases or their immediate contacts?

In some cases, quarantine orders and recommendations only apply to individual members of a common household.

At UDE, persons who share a household with an individual who has been issued a quarantine order or recommendation are treated like first-degree contacts as a precaution.

Please contact the Human Resources Department via personaldezernat@uni-due.de and your line manager and inform them whether and, if so, which measures and recommendations the health authority has taken and issued with regard to yourself.

Beyond that, V. 5, V. 6 and IV. 5 apply accordingly.

8. What is to be done if individuals are at a higher risk for a severe course of COVID-19?

Especially individuals suffering from the underlying conditions listed below are generally at a higher risk for a severe course of the disease (COVID-19) in case of infection with the coronavirus irrespective of their age:

Cardiovascular diseases (e.g. coronary heart diseases, high blood pressure), pulmonary conditions (e.g. COPD, bronchial asthma), chronic liver diseases, kidney diseases, oncological diseases, diabetes mellitus, weakened immune system (e.g. due to an illness entailing immunodeficiency or as a result of regular intake of medication that may affect or weaken your immune defence. e.g. cortisone)

A [leaflet by the Federal Centre for Health Education \(BZgA\)](#) provides information as to who belongs in this group (only available in German).

If you have not yet done so in relation to the coronavirus pandemic, please contact your physician first to obtain confirmation that you are at a higher risk. A simple medical certificate that should only include a statement that you have an increased risk for a severe course of COVID-19 is sufficient. This certificate is explicitly not to include any diagnoses or any other information that allows any inferences about existing conditions.

As a rule, you are obliged to continue working. UDE continues to make every effort to accommodate all affected members of staff and give them priority for permissions to work from home. As usual, please consult with your line manager directly which tasks you can and are expected to fulfil.



9. What applies to individuals who care for family members with a higher risk for a severe course of COVID-19?

Please submit a simple medical certificate that should only include a statement that a family member who lives in your household has an increased risk for a severe course of COVID-19 to the Human Resources Department. This certificate is explicitly not to include any diagnoses or any other information that allows any inferences about existing conditions.

As a rule, you are obliged to continue working. UDE continues to make every effort to accommodate all affected members of staff and give them priority for permissions to work from home. As usual, please consult with your line manager directly which tasks you can and are expected to fulfil.



V. Line managers

1. How can communication with a team that partly works from home and partly on campus be organised? Is there a video conference room, for example?

Please continue to conduct meetings with more than one member of your team virtually via one of the [video conferencing systems](#) provided by the Centre for Information and Media Services (ZIM) in order to avoid unnecessary risks of infection. If it is necessary to hold a meeting involving physical presence, please use a sufficiently large room that can be ventilated. Please also comply with the general hygiene and distancing rules.

2. How can line managers handle the fears of the members of their team?

The Work Psychology Unit has developed [guidelines for line managers](#) (German only). If you need further assistance, you can discuss your questions with the work psychology experts during their consultation hours.

3. What can line managers who are members of a high-risk group do?

Consult your attending physician or the university's Occupational Health Service. Follow the physicians' recommendations and communicate your situation to your team and, if applicable, your direct superior.

4. Who provides assistance for line managers who are unsure how to implement the required measures?

For technical issues and questions regarding material occupational safety and health protection, the Occupational Safety and Health Specialists will provide assistance. In the case of medical questions (e.g. regarding risk groups), you can contact the university's Occupational Health Service. If you have questions relating to the implementation of measures and the mental stress for the members of your team, the work psychology experts will provide support.

5. What do line managers have to do if information emerges on cases of infection?

Do not rely on information provided by third parties (e.g. other members of staff). Instead, you should by all means contact the person in question directly. Thus, you can avoid misunderstandings and snowball effects.

During the conversation, find out for whom an **infection** has been **confirmed** and what the relation between them and the person in question is. The list below will help you assess the situation:

0) **Confirmed case of infection**

An infection has been confirmed for the person himself/herself (and a quarantine has been imposed).

1) **First-degree contact**

The person himself/herself had immediate contact with an individual for whom an infection has been confirmed. (Depending on the level of contact, a quarantine **may** be imposed or recommended.)

2) **Second-degree contact**

The person had contact with an individual who had contact with another individual for whom an infection has been confirmed. (This usually does not require an assessment by the authorities.)



3) **Higher-degree contact**

Continued as above

Individuals for whom an infection has been confirmed are usually issued a corresponding certificate. Quarantine orders are issued in writing. Recommendations may also be communicated via telephone.

6. **What actions do line managers have to take if a confirmed infection or immediate contact with an infected person occur?**

Cases of **confirmed infection** or immediate contact with individuals for whom an **infection** has been **confirmed** (first-degree contact) must be reported to the Human Resources department immediately.

Affected individuals must not enter university buildings for the duration of the quarantine imposed or recommended by the health authority. If, in individual cases, a quarantine has not been imposed or recommended, a 14-day period after the last contact with the confirmed case of infection will apply or, in the case of a common household, the duration of the quarantine imposed on or recommended for the infected person is to be observed.

In **confirmed cases of infection**, you have to identify all persons who had immediate contact with the case (first-degree contacts). Please send corresponding documentation (see I.12) to the Human Resources Department, which will supplement personal information on staff that may be missing in accordance with the Coronavirus Protection Ordinance (CoronaSchVO) and forward the data to the responsible health authority upon request. Furthermore, the first-level contacts and their line managers are to be informed in accordance with the internal action plan.

University management is to be informed about **confirmed cases of infection** at UDE.

7. **Does any action have to be taken with regard to indirect contacts or is it permitted to do so?**

Individuals who had indirect contact with a confirmed case of infection via one or more persons (second or higher degree contact) are not included in the contact tracking conducted by the health authorities. Thus, a quarantine will neither be imposed nor recommended for these individuals.

Pragmatic solutions aimed at reducing contact may be applied at the discretion of the relevant line manager.

Examples:

- A) If a second-degree contact person already (frequently) works from home, this may easily be extended.
- B) A second-degree contact person working in a technical unit could carry out inspections and simple maintenance tasks that may be fulfilled alone.

8. **What has to be taken into consideration when creating staff schedules for reduced regular operations?**

The Department for Human Resources and Organisation has compiled [guidelines](#) for this purpose.

9. **What has to be taken into consideration with regard to job interviews?**

Job interviews may be conducted if the hygiene regulations are adhered to. The Department for Human Resources and Organisation has compiled [information regarding protective measures in the context of job interviews](#) for this purpose.

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The option to conduct interviews via video conference is also available. The Department for Human Resources and Organisation has compiled [information regarding personnel selection via video conference](#).

In the case of job interviews with academic staff, this document may contain useful information on how to implement, prepare and conduct the interview from a technical perspective. However, as most interviews for academic positions are not usually conducted in the form of structured interviews, these guidelines may only be applicable to a limited extent.

The invitation to the interview is to include information on the rules of conduct applicable at UDE.