Regulations at the University of Freiburg
for protection against the spread of coronavirus
(As of March 20, 2020)

On March 13, 2020, the Rectorate issued “Immediate measures of the University of Freiburg against the spread of the coronavirus.” These regulations include standards of action, guidelines and precautionary measures for all persons working at the University with the aim of maintaining the functions and the currently reduced University operation in a controlled manner until further notice. In view of the highly dynamic nature of the crisis’ developments, a short-term tightening of the regulations and, in the further course of time, a complete closure of the University can no longer be ruled out.

In order to maintain the protection of the employees and the functionality of University operations, the following regulations are in place:

1. The University shall continually update its plans and measures for informing members and the public in a comprehensive and appropriate manner. Employees are requested to regularly check the website http://www.uni-freiburg.de/universitaet-en/corona?set_language=en and their e-mail box for new tips and information. There you will also find contact addresses.

   Inquiries in connection with measures due to the Corona epidemic, which cannot be answered directly by the responsible authorities, should be sent to the e-mail address koordinierungsstelle@zv.uni-freiburg.de.

2. The guidelines for the individual protection and containment of the further spread of the new coronavirus (SARS-CoV-2) by means of defined hygiene recommendations (https://www.infektionsschutz.de/coronavirus-sars-cov-2.html) apply without restriction to all employees of the University of Freiburg. They correspond to the recommendations of the virological experts and can also be read on the above-mentioned corona website of the University.

1. In light of the progressive course of the pandemic, a far-reaching restriction of operations and even a complete closure of the University is to be expected. You should therefore prepare yourself and your area of work in a concrete and timely manner (see point 4) so that a complete closure of University areas/buildings or the entire University can occur at any time and/or persons cannot return to work due to quarantine measures.

2. Please identify - if you have not already done so - essential processes and possibly critical infrastructure (research, laboratory results, data, etc.) in your areas that require timely safeguarding and permanent care. Please urgently clarify internally who is responsible for these areas and who can take over the second and, if necessary, the third-party care in case of loss of personnel (illness, quarantine, etc.). It is recommended to create telephone lists in the facilities.
3. Indispensable work equipment and documents, in particular notebooks and mobile telephones used for business purposes, are to be taken home as far as possible. Also think of important personal items (keys, glasses, papers, private mobile phone, medication, etc.)

4. In general, the ability to work and accessibility of the individual areas have the highest priority or must be ensured in the context of a reduced operation. As far as possible, the completion of tasks should be prioritized, pragmatic and flexible.

5. Persons who have to carry out a system-relevant task that is essential for operation are granted official access authorization for closed buildings. This is signed by the head of the administration (chancellor) or the respective divisional manager/supervisor and is valid in conjunction with a valid UniCard, identity card and official seal. (You will find a sample attached in the info mail sent on March 20.) The authorization, the UniCard and the identity card must always be carried on your person. Please make a list of the persons who have received such authorization.

6. Independently operating teams are to be formed in each area if home office is not possible. The members of these different teams should not have direct contact with each other, not even during breaks or in private areas. Handovers and team-wide meetings shall be conducted by telephone or other electronic means. Coordinate with colleagues from other areas to be able to support each other when necessary.

7. Meetings are to be switched over to video or telephone conferences or similar. In general, a maximum of three people may be in a room at any one time.

8. Home office is granted as far as possible, pragmatically, employee-friendly and flexibly by the respective superiors of the departments. Until further notice, no home office approval by the Personnel Department is required; it is sufficient for the superior to inform the Personnel Department (birte.janson@zv.uni-freiburg.de) informally by e-mail about the granting of Home Office. Those affected from risk groups should preferably be granted mobile or home-based work opportunities. The necessary equipment and access to the University network must be ensured.

9. The general regulations (www.zuv.uni-freiburg.de/formulare/dienstvereinbarungen/dv-telearbeit.pdf) continue to apply for work in the home office. Due to the exceptional situation, if employees do not report overtime or reduced working hours, the working hours applicable to the employee(s) will be booked in the time recording system ZEUS. To simplify matters, notifications of overtime or reduced working hours in relation to the entire working week should be sent to the respective time recording office; no proof is required for individual days. The Rectorate, in consultation with the Staff Council, is striving to enable largely flexible working hours in the current exceptional situation.

10. The availability of teleworkers during teleworking/home-working is to be clearly regulated and ensured in consultation with the supervisor(s). To this end, technical assistance, such as the conversion of the office equipment to private telephones, should be used if necessary. The employee is obliged to comply with the applicable data protection and data security regulations.
Employees working from home are also covered by the statutory accident insurance when working at home.

11. For parents who are unable to carry out their duties at work, or only to a limited extent, because they have to fulfil their care obligations due to school and day-care center closings, and who have no alternative care options:
   - Employees who look after one or more children up to the age of 12 or children who are permanently in need of care due to a physical, mental or psychological disability, and for whom a home office cannot be provided because of their work, will be released in full or in part from work for the period of absence from service/work up to and including April 19, 2020 in consultation with their supervisor, with continued remuneration, provided that there are no official reasons for not doing so.
   - On request, the supervisor must be provided with credible evidence of the lack of care facilities. It must also be checked whether teleworking or mobile work can be carried out at least partially (despite supervision) and whether it is possible to compensate for working hours.
   - The supervisor must inform the responsible personnel administrator by e-mail about the granting of this option.

12. All University day care centers and the day care center Wolkengarten have been closed since Tuesday, March 17, 2020 and will remain closed most likely through Sunday, April 10, 2020. Contact: Ellen Biesenbach, Tel. 4228, ellen.biesenbach@familienservice.uni-freiburg.de

13. The Federal Foreign Office has issued a worldwide travel warning for unnecessary tourist trips abroad, as strong and increasingly drastic restrictions on international air and travel, entry restrictions, quarantine measures and the restriction of public life in many countries are to be expected.

   Travel, including within Germany, should therefore be cancelled in principle, including business trips, research trips and trips for the 2020 summer semester abroad. Business trips that have already been approved will also lose their approval and have to be re-established.

   Only in special cases can business trips be approved by the Dean of the responsible faculty with a special justification; this applies in particular to system-relevant and urgent business matters, e.g. to safeguard endangered research results in the region.

   All requested and approved business trips (P80) that cannot be carried out must be submitted to accounting. Please attach all receipts to these statements as usual. All possibilities for cancellation and reimbursement must be used. For further information please see: http://www.zuv.uni-freiburg.de/service/dienstreisen/Hinweise-zur-Abrechnung-von-Reisen-aufgrund-der-Corona-Krise.pdf.

   The universities in Baden-Württemberg are in discussion with the state government as to whether and to what extent these costs can be reimbursed. Further details will be communicated as soon as they become known.
Notifications from the **Finance Department**, Contact:

Functional eMail addresses (in particular [unikasse@zv.uni-freiburg.de](mailto:unikasse@zv.uni-freiburg.de)) will also be available during reduced University operations.

Representation is arranged in such a way that at least one person from the second or third management level is present on site every day. The managers can be contacted for questions as follows:

- Frank Drzensky ([Frank.Drzensky@zv.uni-freiburg.de](mailto:Frank.Drzensky@zv.uni-freiburg.de), 4290)
- Ulrike Kusche ([Ulrike.Kusche@zv.uni-freiburg.de](mailto:Ulrike.Kusche@zv.uni-freiburg.de), 4309)
- Martina Muy ([Martina.Muy@zv.uni-freiburg.de](mailto:Martina.Muy@zv.uni-freiburg.de), 4334)
- Accounts payable and assets accounting, Rainer Gänshirt ([Rainer.Gaenshirt@zv.uni-freiburg.de](mailto:Rainer.Gaenshirt@zv.uni-freiburg.de), 54138)
- Accounts receivable and general ledger accounting: Andrea Rumbschick ([Andrea.Rumbschick@zv.uni-freiburg.de](mailto:Andrea.Rumbschick@zv.uni-freiburg.de), 4343)
- Melanie Feix ([melanie.feix@zv.uni-freiburg.de](mailto:melanie.feix@zv.uni-freiburg.de), 4230)
- Andreas Lang ([Andreas.Lang@zv.uni-freiburg.de](mailto:Andreas.Lang@zv.uni-freiburg.de), 4293)

The accessibility of all personal email addresses in the home office is achieved by issuing corresponding home office devices.

The business transactions are scanned in the D2 and (if possible) digitally processed. You can support us by sending internal documents, if possible already in digital form, to the appropriate departments. Documents that require a physical signature and must be archived in an audit-proof manner (e.g. invoices) should continue to be sent to the finance department in their original form.

If you send documents to the D2 more than once (e.g. once digitally, once on paper), we ask you to indicate this on the documents in any case. It is important to maintain a regulated processing of transactions in any case. In case of doubt, this is more important than the avoidance of possible discount losses or reminder fees.

14. **Notifications from the Personnel Department**

- Business area travel cost center:
  - Contact is only possible via eMail at the moment: [http://www.zuv.uni-freiburg.de/service/dienstreisen/kontakte](http://www.zuv.uni-freiburg.de/service/dienstreisen/kontakte)
  - There may be delays in the billing process. Please refrain from personal queries.
- Business area, civil servants, employees covered by collective bargaining agreements, scientific/student auxiliary staff:

The Personnel Department is committed to processing P6/P166 applications handed in by April 1, 2020 and other personnel cases in the Personnel Department on that date in a timely manner. It can be assumed that the applications/personnel cases submitted by March 16, 2020 will be completed in any case. We also aim to process applications received after March 16, 2020 in a timely manner, insofar as this is possible under the given circumstances.

The respective superiors must ensure that no work is done without an employment contract signed by the Personnel Department. Any legal consequences shall be borne by the
institution which has arranged for work to be started without a contract. For additional questions, please directly contact:

Business area travel cost center and civil servants: Ms. Ulrike Kulse (Tel.: 4326, ulrike.kulse@zv.uni-freiburg.de)

Business area employees covered by collective bargaining agreements: Ms. Edeltraud Fehrenbach (Tel.: 95591, edeltraud.fehrenbach@zv.uni-freiburg.de)

Business area scientific/student auxiliary staff: Mr. Harald Schindler (Tel.: 4344, harald.schindler@zv.uni-freiburg.de)

- UniCard

The UniCard office for employees (location Fahnenbergplatz) has been closed since March 17, 2020 until further notice. Please clarify questions and problems with the respective personnel administrator by phone or e-mail. In case of loss or extension of the validity of the UniCard, please use the postal service, addressed to: Personaldirektorat - UniCard-Team.

15. The basic supply of the buildings is ensured by Department 4 within the scope of reduced operation.
For further questions, please contact the following:

- For commercial building management: Ms. Monika Grethler, monika.grethler@zv.uni-freiburg.de
- For procurement: Mr. Jonathan Pfister; jonathan.pfister@zv.uni-freiburg.de

Note: For procurements of EUR 5,000 net or more, all documents relevant to the award procedures (service specifications, signed procurement application and, if applicable, explanatory notes) must still be sent to the staff of the Central Procurement Department by e-mail as usual.

ZUV purchase requisitions are to be sent digitally by e-mail to the contact persons of the Central Procurement Department with immediate effect. If the signature of the authorized representative/supervisor cannot be noted on the form, the approval for the procurement must be obtained from the representative by e-mail and sent to the Central Procurement Department.

For “technical building management:"

Office for malfunctions solely for building services, not “user services”: stoenstelle-tgm@zv.uni-freiburg.de; Tel 3342
Mr. Günter Kürschner, guenter.kuerschner@zv.uni-freiburg.de
Mr. Michael Zimmermann, michael.zimmermann@zv.uni-freiburg.de

- For “infrastructural building management”
  (such as building, post and security services, access)
  Mr. Edgar Preuß, edgar.preuss@zv.uni-freiburg.de
  Access: Zutritt@zv.uni-freiburg.de

- For “energy and area management” (such as lecture hall allocation)
  Mr. Marcus Siefert, marcus.siefert@zv.uni-freiburg.de

16. University buildings and facilities shall be kept closed to ensure **controlled access**. Access is only possible with Unicard. Persons who do not have official business or study matters at the University may only enter the University buildings for special reasons.
17. The Department of Environmental Protection shall strive to continue to offer daily opening hours, irrespective of any further restrictions on University operations. All facilities in emergency or quarantine operation are requested to carry out all necessary disposal operations or to prepare them accordingly before shooting or reducing operations. This includes hazardous materials, hazardous waste, but also perishable items such as food and residual waste. Please contact the department staff in a timely fashion. You will find all contact details on our website (http://www.umweltschutz.uni-freiburg.de/die-abteilung-stellt-sich-vor-en/die-abteilung-stellt-sich-vor?set_language=en). If your area has to be closed at short notice, please contact the department staff unit immediately.

18. University Library (UB)

All UB employees work at home until further notice. This also and explicitly applies to those who have their workplace in the specialist libraries. Essential activities on site are limited to the minimum possible. For this purpose, a list of authorized persons is kept by the management of the University Library and deposited at D4. These persons have controlled access to the library building from Monday to Friday, usually between 10am and 3:30pm. This means that the (service) tasks are performed from home as far as possible and that the staff members of the library can be contacted via e-mail, especially during the peak working hours from 9am to 3:30pm.

Until further notice, there is no access to the collections on site (University Library and specialist libraries). Other services such as book return, interlibrary loan, media center, digitalization etc. will also remain suspended. Information services for users will be provided centrally for the University Library (all areas) and the specialist libraries via the central mail address “info@ub.uni-freiburg.de.” The central telephone numbers will be redirected to answering machines. Please check the website of the University Library (www.ub.uni-freiburg.de) for the latest information. For all administrative inquiries please contact: direktion@ub.uni-freiburg.de.

For urgent questions regarding the services of the University Library, please send an e-mail to: info@ub.uni-freiburg.de.

19. Cafeterias, including that of the Studierendenwerk, Infoladen

All cafeterias have been closed since March 17, 2020 and most likely through April 19, 2020. These closings also apply to the branches in Offenburg, Gengenbach, Lörrach, Furtwangen, Schwenningen and Kehl. The Infoladen from the Studierendenwerk is open Mon – Fri from 9am to 5pm. Please contact the Studierendwerk by phone or eMail. In case of emergency, you may contact the Infoladen in person. General information: 0761 2101 200, info@swfr.de

Prof. Dr. Dr. h.c. Hans-Jochen Schiewer, Rector

Dr. Matthias Schenek, Chancellor