



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

To all members of staff at
Heidelberg University

Circular No. 27

Heidelberg, 18 November 2021
**Extension of transitional phase
of home office work, Christmas
parties, compulsory mask
during examinations**

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Dear staff members,
Dear colleagues,

The Rectorate has decided to extend the present home office arrangements until 31 December 2021.

It now continues to be possible for you, on specific grounds, to perform your work duties from home, after coordinating this with your respective supervisors.

It is particularly important to the Rectorate that the basis for a temporary home office should meet certain criteria:

- Assignment packages, working hours and contactability must be agreed.
- Those of you who would like to work from home must be in a position to use this instrument effectively.
- Staff who offer personal services and work in fields that generally call for physical presence on site are excluded from this option, if it would impinge on the quality of service. Here we continue to be protected by the university hygiene rules and the individual coronavirus risk assessments in the work areas.

This procedure has been agreed with the Staff Council.

Christmas parties

The current development of the Covid-19 pandemic and the accompanying restrictions on the admissibility of events sadly puts us in a position where, in the current winter semester, we cannot allow any Christmas parties, New Year's parties or champagne receptions. We had all hoped that our lives and also our work would normalise again by the end of the year. It would have been wonderful to meet up with colleagues again in person, but that is unfortunately not feasible due to health considerations. This decision was not an easy one to take and we hope you will bear with us.

Mask now mandatory during examinations

In future the following situation will prevail at both written and oral examinations: if the distance of at least 1.5 metres cannot be respected it will be compulsory for all participants to wear a mask.

Repercussions of warning level and alarm level

At the alarm level prevailing at the moment in Baden-Württemberg, the current Coronavirus Ordinances do not provide for any further restrictions of degree-related operations, research activities or administrative services. For this reason, the existing procedures are still valid.

Where changes do arise, as compared to the previous warning level, they affect additional extracurricular and continuing education courses and general university sport only. Please keep up to date by consulting the [central coronavirus website](#) regarding the latest arrangements.

Contact tracing

The university is still obliged to collect contact details in all relevant areas, in order to be able to make this data available to the public health authority on request. If all hygiene measures and Covid-19-related regulations are observed in on-campus activities, it may be generally assumed that the presence of one infected person will not lead to what are called "close contacts". Consequently, this will not normally require providing extensive information to persons present. The [Robert Koch Institute](#) and the [Federal Centre for Health Education](#) give helpful information on tracing contact persons.

If there is uncertainty about a case of infection within the university, supervisors, staff, lecturers and students can contact the **Coronavirus Service Portal** for competent advice and support.

Please continue to address all other concerns around the topic of Covid-19, including about teaching activities, to our **Coronavirus Service Portal**.

Phone: +49 6221-54-19191

Email: service.corona@uni-heidelberg.de

Thank you for your understanding.

Warm greetings and stay healthy!



Dr. Holger Schroeter
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