



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

Circular No. 15

To all staff members of
Heidelberg University

Heidelberg, 22 June 2021

**Transitional arrangement for
home office and student excursions**

Dr. Holger Schroeter
Tel. +49 6221 54-12000
Fax +49 6221 54-12029
kanzler@uni-heidelberg.de

Dear staff members and colleagues,

The incidence figures in Germany and Heidelberg remain stable at a low level, and the measures within the university (hygiene protocols, risk assessments and testing opportunities) have proved themselves. The vaccinations of staff members via the university medical service are already up and running corresponding to the availability of the vaccines. The number of vaccinated citizens continues to rise as well, so that the Rectorate has decided to return gradually to on-campus operations.

Transitional arrangement for home office

With the phasing out of the “strict” arrangements for as much home office work as possible at Heidelberg University, now the staff in all areas of the university are generally to return to working on campus as of 1 July 2021.

In the event of justified exceptions for personal or organisational reasons, [applications to continue in home office](#) must be submitted for approval via the executive staff in the respective institute/facility. The respective head of institute/facility should forward a collective notification of applications to the Human Resources Division of the university administration – if possible before temporary home office work begins or is continued. Otherwise, the documents must be forwarded as soon as possible. Both the staff supervisors and the Human Resources Division may revoke the approval of home office work at any time in coordination with the institute/facility head.

This transitional arrangement of making exceptions in justified individual cases will apply until lectures begin on 18 October 2021. After that, the familiar options of applying for telework will be available again.

All these procedures are subject to the provisions of the respective Corona Ordinances.

Student excursions

As of now, student excursions in Germany and abroad are admissible again and may be applied for as an in-person class via the established [approval process](#) via Division 2 Student Affairs and Teaching. The local regulations must be observed at all times, even if a country is only being crossed in transit. When setting off by car or university coach, a "GGG" obligation applies ("tested, vaccinated, recovered"). Further current advice on conducting excursions is to be found on the [university's central coronavirus website](#).

Coronavirus test of the university

The coronavirus „gargle test“ developed at the Center for Molecular Biology of Heidelberg University (ZMBH) that has been on offer university-wide in the last few months will be financed by the Rectorate until 30 June 2021. However, rapid antigen tests will still be available for use free of charge.

Mandatory mask in the open air

According to the Corona Ordinance, it is only mandatory to wear a mask outside on university grounds for gatherings, e.g. near the entrance areas of buildings, and for some categories of events, e.g. one-off lectures and information sessions held outside in the open.

Our Coronavirus Service Portal remains at your disposal for all other concerns around the topic of Covid-19:

Phone: 06221-54-19191

Email: service.corona@uni-heidelberg.de

All the best and stay healthy!



Dr. Holger Schroeter
Kanzler