



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

Circular No: 19

Heidelberg, 3 December 2020  
**Implementation of the new Corona  
Ordinances and further measures**

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Dear members of the university,

On 1 December 2020 updated versions of the general [Corona Ordinance of the State of Baden-Württemberg](#) and the [Corona Ordinance on Degree-related Operations](#) took effect, both with few changes and valid initially until 20 December 2020. The Ministry indicated that the current arrangements may be extended – that remains to be seen.

#### **Student affairs and teaching**

Accordingly, on-campus degree-related operations, including examinations, remain suspended and will be continued in online or distance learning formats.

Applications for exemptions can still be made to the Rectorate for absolutely necessary on-campus lectures and examinations under the conditions that have already been communicated and using the familiar application forms. Already approved exemptions remain unchanged.

#### **Arrangements for employees**

As has been the case to date, the state government's requirement still applies, to minimise contact density as far as possible and thereby the risk of infection at the workplace. Hence the university is also extending the recommendation to use instruments such as working from home or other measures and work models in order to reduce contacts. This is on condition that the functioning and accessibility of the institutes/facilities remains guaranteed.

#### **Dealing with COVID-19 infections**

The university has devised recommended action for employees, supervisors or executive staff, students and lecturers when dealing with COVID-19 symptoms, confirmed infections and classification as contact person in category 1 and 2. These are available on the university's central coronavirus website:

[Recommended action for employees](#)  
[Recommended action for supervisors and executive staff](#)  
[Recommended action for students](#)  
[Recommended action for lecturers](#)

A central team for reporting COVID-19 cases offers the institutes/facilities and executive staff support in dealing with confirmed COVID-19 infections. If one of your staff or students falls ill, please make contact with the central team:

Phone: 06221 – 54 19192

Email: [meldung.corona@uni-heidelberg.de](mailto:meldung.corona@uni-heidelberg.de)

Depending on the type of infection, a regular partner will support you with risk assessment and organisational procedure and, as required, with internal communication. If the public health authority so requests, this partner will see to it that information and contact details are transmitted to the health authority in a manner in conformity with privacy law. This process is summarised in the following overview:

[Communication channels and providing data in the case of COVID-19 infections](#)

Please keep in mind that not only the sick reports but also the quarantine notices and, if available, confirmations of discharge from quarantine, must be forwarded to the central HR administration so that the university can fulfil its obligation to notify the State Office for Salaries and Pensions (LBV).

### **Use of university buildings**

The university's central coronavirus website contains an expanded overview of all those groups of persons who at present, besides members of the university, have access to university buildings and institutes/facilities on the basis of a Rectorate decision.

The university is still not in partial shutdown and so it is not planned to close the buildings. Access for the groups of persons entitled to enter must be guaranteed in the usual way.

In view of the prohibition of entry and attendance under §7 of the general Corona Ordinance, the relevant lapse of time after a past contact with a person infected with the coronavirus has been reduced from 14 to 10 days. Posters with this update are available on the central coronavirus website:

[Poster "Conditions of admission and participation for all members and visitors of Heidelberg University"](#)

Furthermore, according to the Corona Ordinance, it is mandatory to draw attention to the requirement to wear a mask in the entrance areas in front of the university buildings, as well. An appropriate sign is available for you to download:

[Poster "Mouth and nose protection in corridors and entrance areas"](#)

### **Electronic collection of contact details**

Additional information about the university's "check-in" tool for the electronic collection of contact details is now available on the website of the University Computing Centre. It indicates alternative ways of registering and answers other frequently asked questions:

<https://www.urz.uni-heidelberg.de/en/checkin>

Our Corona Service Portal remains available for any concerns about coronavirus:

Phone: 06221-54-19191

Email: [service.corona@uni-heidelberg.de](mailto:service.corona@uni-heidelberg.de)

Many thanks for your support and stay healthy!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Schroeter'.

Dr. Holger Schroeter