

GUIDELINES REGARDING QUARANTINE, SYMPTOMS OF DISEASE AND TEMPORARILY MISSING CHILD CARE DUE TO CORONA

A) Quarantine and symptoms of disease

I. Employees who are affected themselves

1. Employees, who are verifiably infected or tested positive

a) If you have symptoms

What will happen?

The doctor will issue a medical certificate. The local health department will instruct you to isolate yourself (quarantine).

Will you receive your salary?

Continued remuneration according to § 22 TV-L in conjunction with Continued Remuneration Law for 6 weeks plus additional allowance to sickness benefits (employees) respectively salary government grant according to § 67 NBG (civil servants) or continued remuneration for 6 weeks according to Continued Remuneration Law (student assistants).

What do you have to do?

The local health department's instructions and the medical certificate (including the form "Mitteilung einer Dienst- bzw. Arbeitsunfähigkeit") have to be send to human resources department of the university. You have to inform your superior. The local health department will inform you when you will be able to return to work.

If the quarantine ordered exceeds the duration indicated on your medical certificate, please send the health department's instructions and the form "Mitteilung über eine Abwesenheit im Zusammenhang mit dem Corona-Virus" to the human resources department of the university.

b) If you have no symptoms of disease

What will happen?

You will not get a medical certificate. The local health department will instruct you to isolate yourself (quarantine).

Will you receive your salary?

Continued remuneration according to § 56 Part 1 German Law on the Prevention and Control of Infectious Diseases for 6 weeks (employees and student assistants) respectively salary government grant according to § 67 NBG (civil servants).

What do you have to do?

Send the local health department's instructions to the human resources department of the university. Please inform your superior.

2. Employees with symptoms who are not verifiably infected or tested positive

a) If you have nonspecific symptoms

If you suffer from general, nonspecific and separately occurring symptoms, which exclude the symptoms listed under 2. b) you may come to work as usual. However, you are recommended to seek medical assistance to clarify your symptoms.

b) If you have specific symptoms

If you suffer from the following symptoms you are not allowed to enter any building of the university:

- cold or flu symptoms including fever ($\geq 38,5$ °C) and / or
- trouble with or loss of your sense of smell or taste

What will happen?

Please stay at home and go to a doctor as soon as possible.

You will receive your salary for the duration of your illness according to the usual rules and regulations. Please send your medical certificate to the human resources department of the university.

If you are tested positive the above-mentioned regulations will apply.

If a test for Covid will not be necessary or if you will be tested negative, you may return to work when feeling better. A health certificate needs not to be submitted.

3. Employees without symptoms waiting for their test results (not included self-inflicted testing due to travelling back from a high-risk area – please see section C)

You are neither unfit for work according to legal provisions nor quarantined according to the German Law on the Prevention and Control of Infectious Diseases. For the safety of your colleagues, the presidential board of the university has decided on a prohibition order to enter the buildings of the university and on the following rules:

- Inform your superior immediately and, using the suitable form, also the human resources department of the university (you may hand in later).
- Where possible please work at home until you receive your test results.
- If your workplace is not designed for working at home you will be released from working with full salary.
- If you have any kind of certificate stating that you are waiting for test results or if you have any instructions from the local health department, please send these papers to the human resources department of the university.

II. If the contact of an employee is affected by Corona

1. If your contact is verifiably infected or tested positive

What will happen?

Please contact the local health department and follow their instructions.

Will you receive our salary?

- If you were quarantined by the local health department you will receive your salary according to § 56 Part 1 of the German Law on the Prevention and Control of Infectious Diseases for 6 weeks (employees and student assistants) respectively salary government grant according to § 67 NBG (civil servants). Civil servants additionally have to contact the human resources department of the university.
- If the local health department asks you to get tested without explicitly placing you under quarantine, the rules of A.I.3 will apply. You then are not allowed to enter any buildings of the university. If you are not able to work at home you will be released from work with full salary.
- If a test is not required by the local health department you may come to work as usual.

2. If the contact of the employee has symptoms, but is not tested

a) If your contact has non-specific symptoms of disease

If a contact (including contacts from your own household) suffer from the above-mentioned non-specific symptoms, this is no reason staying at home. You have to come to work as usual.

b) If your contact has specific symptoms

If a contact (including contacts from your own household) suffer from specific symptoms of disease, please contact a doctor to clarify those symptoms. If the doctor does not order testing, then this is no reason staying at home. You have to come to work as usual. If your contact is a child under 12 years the "child-sick" regulations for your employment relationship will apply.

3. Contact with or without symptoms and waiting for test results

a) If your contact is from your own household

For the safety of your colleagues, the presidential board of the university has decided on a prohibition order to enter the buildings of the university and on the following rules:

- Inform your superior immediately and, using the suitable form, also the human resources department of the university (you may hand in later).
- Where possible please work at home until you receive your test results.
- If your working place is not designed for working at home you will be released from work with full salary.
- If there is any kind of certificate stating that you are waiting for test results or if you have any instructions from the local health department, please send these papers to the human resources department of the university.

b) If you had any other contact

Until the test results are final or until the local health department decides otherwise, you have no reason staying at home.

4. Your Corona Warning App

If your Corona Warning App shows that you had contact to an infected person, this alone is no reason staying at home. Please contact your local health department and follow their instructions.

B) Lack of child-care options

I. Closure of child-care facilities

A leave from work to take care for your child can be granted for a maximum of 10 working days (relating to a 5-day-working week) under the following conditions:

- Your child has not yet reached the age of 12 or you care for a child with special needs.
- You are unable to guarantee child-care in any other form or way.

If your working week is distributed differently than a 5 days-working-week, the amount will increase or decrease accordingly. The days of leave do not have to be taken all at once. Taking only single days may make sense and are to be granted. To apply for leave from work because of child care please fill out the following form "Mitteilung über eine Abwesenheit im Zusammenhang mit dem Corona-Virus" via the following link

(<https://intern.uni-goettingen.de/services/Seiten/default.aspx#M>).

If you took all of the days for child care, but needs more time you should take gliding time compensation or apply for holidays or ask for work time reduction if necessary.

Ultimately, according to the German Law on the Prevention and Control of Infectious Diseases it is possible to be released from work without salary. Requirement for compensation is that the loss of your salary is due to the necessity to care for your child. This can only be applied to situations where care facilities (kinder garden, school, nursing homes etc.) are closed down due to Corona. In that case you will receive compensation by the state for child-care for children under the age of 12 outside of school holiday times (other regulations apply to children with special needs) for a maximum of 10 weeks per parent (20 weeks for single parents). The state will compensate 67 % of your salary, maximum 2016 € per month. This compensation will be paid out by the university as your employer. You will keep your current social security status.

For children over the age of 12 neither paid release from work nor benefits according to NBG or the German Law on the Prevention and Control of Infectious Diseases you can make use of.

For civil servants the entitlement to release from work derives from the regulations for special leave for Lower Saxony.

II. Restrictions of child-care services agreed upon so far (e.g. no afternoon hoarding due to Corona)

In this case neither by law nor by collective agreements any possibilities of paid leave from work does exist. However, the presidential board of the university and the staff council have agreed on the possibility to work at home wherever possible. In any case, this needs to be agreed upon with your superior. You have to present a certificate from your child-care institution.

C) Quarantine due to travelling

I. Travel warning or entry quarantine before departure to a foreign country

In case of compulsory self-isolation or issued quarantine, any salary payment will only be made for the work quota you will be able to fulfill by working at home. If your job is not suitable to be fulfilled at home, you will not receive any salary for the time of the issued quarantine. A compensation according to German Law on the Prevention and Control of Infectious Diseases might also not be possible.

Please note that any issued quarantine or any self-isolation due to current legal requirements has to be reported back to the human resources department of the university using the form "Mitteilung über eine Abwesenheit im Zusammenhang mit dem Corona-Virus".

In individual cases you may be able to apply for holidays instead of being released from work without salary.

II. Travel warning or entry quarantine issued during travel

The rules mentioned above do not apply to cases where travel warnings at the start of your travel were not issued by the German Federal Foreign Office nor did any other indicators, that resumption of work upon return from holidays would not be possible, exist. According to current country regulations those indicators are constantly increasing infection numbers in the destination country (applies to all EU countries, Iceland, Liechtenstein, Norway, Switzerland and the UK). Critical figures are currently more than 50 new infections per 100.000 inhabitants over a 7 day course as well as the missing statement of the RKI that the risk of infection for individuals is not low (for all other countries).

If you are required to self-isolate for 14 days after the return from your holiday destination according to § 17 Lower Saxony Rules or if quarantine is issued by health departments and you are therefore unable to come back to work you will be released from work according to the

German Law on the Prevention and Control of Infectious Diseases. You will then be compensated up to the value of the compensation paid according to the law mentioned above. If you are able to work completely at home you will of course receive your full salary. If you are only able to partly work at home, you may use your time account. In this case, please contact the human resources department of the university.

III. Travel warning within Germany

Up to this point in time there are no special regulations for high-risk areas within Germany in the Lower Saxony Rules. Should this change, the same rules apply as for travels outside Germany.

D) Permanent residence in high-risk area within Germany

At the moment, the presidential board of the university believes that working in Göttingen is also possible if you are travelling to work from a high-risk area within Germany. This is especially the case if you work alone in an office and adhere to the current regulations concerning personal hygiene, keeping distance to other colleagues and wearing face-masks.

The current regulations regarding working at home continue to apply.

Especially the rules in parts C and D are geared to the current legal situation and the current Corona rules for Lower Saxony and the town and district of Göttingen. Therefore, changes may occur at any time. Should changes occur, you will get the necessary information immediately.

Please note that only the official German text of the regulations has exclusive validity. If you are in doubt of your specific situation don't hesitate to ask your colleagues - they will help you.