

Guidelines for staff in leadership positions for handling the 3G rule at LUH

(valid from 04.10.2021, last revised 25.11.2021)

1. MONITORING COMPLIANCE WITH THE 3G RULE	1
PLEASE REFER TO FAQ CHAPTER 1 FOR QUESTIONS CONCERNING VACCINATION, RECOVERY AND TESTING.....	1
1.1 IS THERE ANY WAY TO CENTRALLY CHECK 3G STATUS BY AN IMPARTIAL PERSON?	1
1.2 HOW CAN I CHECK THE 3G STATUS OF MY STAFF?	1
1.3 CAN A SUPERVISOR DELEGATE 3G MONITORING – IN PARTICULAR REGARDING SELF-TESTS IN THE PRESENCE OF A SUPERVISOR?	2
1.4 DOES 3G ALWAYS HAVE TO BE CHECKED IN PERSON OR CAN THIS OCCUR ON SCREEN?	2
1.5 HOW CAN A SUPERVISOR VERIFY THE AUTHENTICITY OF DIGITAL PROOF OF VACCINATION?	2
1.6 IS THE SUPERVISOR LIABLE IF PRESENTED WITH A FORGED DOCUMENT?	2
1.7 CAN THE TEST BE REPEATED IN THE PRESENCE OF A SUPERVISOR OR MUST THE PERSON BE PROMPTLY REPORTED?	2
1.8 WHO SHOULD THE PERSON BE REPORTED TO?	2
1.9 MUST PROOF OF VACCINATION BE PRESENTED EVEN IF MEMBERS OF STAFF HAVE ASSURED ME THAT THEY ARE VACCINATED? ..	2
1.10 WITHIN THE SCOPE OF 3G MONITORING, I WILL RECEIVE INFORMATION CONCERNING 3G STATUS. CAN/MUST THIS INFORMATION BE DOCUMENTED (WHO IS VACCINATED, RECOVERED AND VACCINATED AND/OR TESTED)?	2
1.11 MUST EXTERNAL COMPANIES COMPLY WITH 3G RULES?	3
2. OFFICE ORGANISATION AND OCCUPATION	3
PLEASE ALSO REFER TO FAQ CHAPTER 4.	3
2.1 IS IT NECESSARY OR A GENERAL REQUIREMENT TO MEASURE CO ₂ LEVELS FOR MULTIPLE OCCUPANCY OF OFFICES? OR IS IT SUFFICIENT TO CALCULATE THIS INDEPENDENTLY IF THE ROOM COMPLIES WITH THE DIMENSIONS DETERMINED IN THE UNIVERSITY'S GUIDELINES ON VENTILATION?	3
2.2 WILL MEASUREMENT BE CONDUCTED BY THE OCCUPATIONAL SAFETY DEPARTMENT OR SHOULD THIS BE CARRIED OUT BY THE SUPERVISOR?	3
2.3 WILL THE UNIVERSITY PROVIDE CO ₂ MEASURING DEVICES THAT CAN BE BORROWED?	3
2.4 ARE PERSONS PERMITTED TO WORK IN A ROOM WHERE THE MINIMUM DISTANCE OF 1.5 M CANNOT BE MAINTAINED IF MASKS ARE WORN FOR THE ENTIRE DURATION AND THE GUIDELINES FOR VENTILATION ARE OBSERVED?	3
2.5 HOW CAN I SUPPORT MEMBERS OF STAFF THAT ARE PARTICULARLY CONCERNED AND ANXIOUS?	3
2.6 IF A CORONA INFECTION IS DETERMINED: CAN THE PERSON CONCERNED BE NAMED WITHIN THE DEPARTMENT TO ENABLE ANY CLOSE CONTACTS TO BE TESTED?	4

1. Monitoring compliance with the 3G rule

Please refer to FAQ chapter 1 for questions concerning vaccination, recovery and testing.

1.1 Is there any way to centrally check 3G status by an impartial person?

No. The supervisor, or a person authorised by them, is responsible for the welfare of their department, therefore they must ensure that staff are monitored in this respect.

1.2 How can I check the 3G status of my staff?

Staff are obliged to present proof to their supervisor or an authorised person. The person monitoring shall not directly enquire about vaccination status; one of the three options will be requested. Proof may be provided in the form of

- the vaccination certificate including proof of vaccination,
- the valid QR code in the Corona-Warn-App or the CovPass app,
- a document issued by the local health office confirming recovery or

- a negative test conducted professionally

Proof must be documented (see 1.10).

1.3 Can a supervisor delegate 3G monitoring – in particular regarding self-tests in the presence of a supervisor?

Self-tests conducted in the presence of the supervisor are not permitted. Members of staff, who are required to be tested, must present a test issued by a testing centre, a family doctor or the testing station located in the main university building (Welfenschloss, lower ground floor). The supervisor is responsible for checking the document. If agreed, the supervisor may delegate monitoring duties to subordinate members of staff in leadership positions (e.g. head of a sub-department). Colleagues are not permitted to monitor each other.

1.4 Does 3G always have to be checked in person or can this occur on screen?

Proof of vaccination or recovery can also be checked via video chat. Solely the video platform Jitsi may be used for this. Proof may not be recorded, photographed, copied or sent.

Ensure that any QR codes that are presented are genuine. Genuine QR codes display further information when clicked on and should not be a photo.

1.5 How can a supervisor verify the authenticity of digital proof of vaccination?

Digital proof must be provided via the CovPass app or the Corona-Warn-App. Ensure that any QR codes that are presented are genuine. Genuine QR codes display further information when clicked on and should not be a photo.

If necessary, authenticity can be verified via the CovPassCheck app.

1.6 Is the supervisor liable if presented with a forged document?

The person in violation of the regulations shall be held responsible, not the supervisor.

1.7 Can the test be repeated in the presence of a supervisor or must the person be promptly reported?

Self-tests conducted in the presence of the supervisor are not permitted. A test can be conducted in the testing facility in the main university building (Welfenschloss, lower ground floor). In the event that the person refuses to be tested: Members of staff refusing to provide proof of vaccination, recovery or testing and unwilling to be tested must leave LUH buildings. The Personnel and Legal Department will be notified and decide whether penalising measures under employment law will be instituted.

1.8 Who should the person be reported to?

The respective member of staff in the Personnel and Legal Department must be notified.

1.9 Must proof of vaccination be presented even if members of staff have assured me that they are vaccinated?

Yes.

1.10 Within the scope of 3G monitoring, I will receive information concerning 3G status. Can/must this information be documented (who is vaccinated, recovered and vaccinated and/or tested)?

The employer must check and document 3G status. The supervisor must document vaccinated and recovered employees once. In order to minimise the amount of data collected, this shall only include the first

name and surname of the person as well as the date that 3G status was checked. When documenting proof of recovery, the date of expiry must also be recorded.

Staff that are neither vaccinated nor recovered must be checked every time prior to entering the workplace at LUH. The supervisor must keep written records of monitoring. Only the first name and surname of the person as well as the date that they were checked must be documented.

Whether digitally or in paper form, the supervisor must protect the documented information against any form of access by unauthorised persons (e.g. encrypted Excel table). Data collected for this purpose must be erased once this occupational health and safety regulation no longer applies or six months after collection of the data at the latest.

1.11 Must external companies comply with 3G rules?

Yes. External companies must be informed of the 3G rules at LUH and their compliance.

2. Office organisation and occupation

Please also refer to FAQ chapter 4.

2.1 Is it necessary or a general requirement to measure CO₂ levels for multiple occupancy of offices? Or is it sufficient to calculate this independently if the room complies with the dimensions determined in the university's guidelines on ventilation?

Independent calculation is sufficient. In the event of uncertainty, please consult the Occupational Safety Department.

2.2 Will measurement be conducted by the Occupational Safety Department or should this be carried out by the supervisor?

Measurement should be conducted independently and can be delegated. In the event of uncertainty, please consult the Occupational Safety Department.

2.3 Will the university provide CO₂ measuring devices that can be borrowed?

The administrative departments, institutes and faculties will obtain or supply CO₂ indicators.

2.4 Are persons permitted to work in a room where the minimum distance of 1.5 m cannot be maintained if masks are worn for the entire duration and the guidelines for ventilation are observed?

Yes. The following link provides information on how long FFP2 masks can be worn: <https://www.baua.de/DE/Themen/Arbeitsgestaltung-im-Betrieb/Coronavirus/FAQ/PSA-FAQ-24.html>

2.5 How can I support members of staff that are particularly concerned and anxious?

First of all, it is important to take their concerns seriously and talk to the member of staff in question. This may already ease concerns and/or it may be possible to find solutions – for example, at an organisational level.

If in doubt, the member of staff may additionally be made aware of support services available at the university, such as psychological counselling (ptb) or the Occupational Health Officer.

2.6 If a corona infection is determined: can the person concerned be named within the department to enable any close contacts to be tested?

No, this is not possible due to data protection regulations. However, additional measures should be implemented. See FAQ chapters 1 and 2.