Guidelines for staff in leadership positions for handling the 3G rule at LUH
(Valid from 04.10.2021, issued 05.11.2021)

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1. Testing

1.1 What regulations apply for testing?
Proof of testing must have been issued by a family doctor or test centre, or in the form of an official confirmation (if applicable issued by health authorities, licensed pharmacies etc.). The test result must have been obtained within the past 24 hours (rapid tests) or within the past 48 hours (PCR tests).
Tests from other institutions/companies will not be recognised. Self-tests are not sufficient, since tests must be conducted by trained personnel in accordance with the regulations to prevent the infection and spread of the coronavirus issued by the State of Lower Saxony. (see FAQ section 1.4)

1.2 Will employees still be provided two free tests per week irrespective of whether they are vaccinated or recovered? How will this be conducted?
A central testing facility at LUH can be found in the main university building (Welfenschloss, lower ground floor), where professional tests may be conducted for a fee amounting to €10. Anyone entitled to free tests (see information provided on the website of the Federal Ministry of Health), must conduct these tests via official test centres, pharmacies or doctor’s practices, not via the LUH testing facility.

Opening hours of the testing facility:
until 22 December 2021: Monday - Friday between 7.30 and 12.00
The testing facility may be accessed via the ground level entrance on the left-hand side of the main entrance. Via this entrance, the testing facility may be accessed without providing proof of testing. Students and members of staff may bring a rapid test that can be used for free testing via the LUH testing facility. Only Roche, CLUNGENE, BOSON Biotech or LEPU MEDICAL test kits will be accepted. If a test kit cannot be provided or is not accepted, tests may be conducted for a fee amounting to €10.

Members of staff mainly working on campus are entitled to receive two test kits per week. Vaccinated or recovered members of staff wishing to continue testing for their own safety may conduct their tests at home. Members of staff who have not recovered from a COVID-19 infection or have not been vaccinated will be issued two test kits per week via their supervisor. These tests must be conducted at the central testing facility of LUH located in the main university building (“Welfenschloss”). Tests will be conducted by trained personnel and free of charge. Self-testing in the presence of supervisors is not sufficient. Members of staff requiring additional tests must pay for these tests.
The Health Management team does not offer tests. Occupational health practitioners focus on preventative medicine and advisory services. Diagnosing and treating diseases is not part of their responsibilities. For this reason, occupational health practitioners do not offer coronavirus tests – such tests must be performed by family doctors or in test centres (see FAQ section 1.4.2).

1.3 Will there be testing stations at the university?
A central testing facility at LUH can be found in the main university building (Welfenschloss, lower ground floor), where professional tests may be conducted for a fee amounting to €10 (see FAQ section 1.4.2).

1.4 What is the procedure concerning persons that do not wish to provide proof of vaccination or recovery and refuse to take a test at their own expense to access the workplace?
First, in discussion with the person concerned, an attempt should be made to convince them to take a test for the safety of their health and others. If a solution cannot be reached, FAQ 1.5.2.1 shall apply. 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 penalizing measures under employment law will be instituted.

2. Monitoring compliance with the 3G rule

2.1 How will staff that work in buildings where access is monitored centrally reach their office quickly and easily?
Compliance with the 3G rule among members of staff will not be monitored at entrances to buildings. If necessary, the employee ID card may be used as a means of identification when entering buildings.
FAQ 1.5.1: In order to implement the 3G rule in the context of on-campus learning in a feasible way, vaccinated and recovered students (and members of staff) may obtain a coloured LUH access wristband on a voluntary basis, which can be worn around the wrist permanently and, if necessary, can be replaced. Wristbands are available in the ServiceCenter in the main university building and via other issuing points (e.g. on SportCAMPUS or via faculties). The access wristband must be worn around the wrist, or, alternatively around the ankle, in a close-fitting and permanent manner. Changing the fitting of the band or attaching it to bags or similar objects is not permitted. LUH guards are authorised to confiscate manipulated access wristbands immediately. Students and members of staff must hand over these wristbands to the guards and will be required to provide proof of vaccination or recovery again in order to be issued a new wristband.
If wristbands need to be replaced due to signs of wear, the student or member of staff will be required to provide proof of vaccination or recovery again in order to be issued a new wristband, even if they hand over the old one.

2.2 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.

2.3 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 (see section 1.1).

Due to data protection regulations, proof of vaccination, recovery or testing may not be documented (e.g. copied).

2.4 Can a supervisor delegate 3G monitoring – in particular regarding self-tests in the presence of a supervisor?
Self-tests conducted in the presence of a supervisor are not permitted (see section 1.1). 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.

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

2.6 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.

2.7 Is the supervisor liable if presented with a forged document?
The person in violation of the regulations shall be held responsible, not the supervisor.

2.8 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 (see section 1.1). A test can be conducted in the testing facility in the main university building (Welfenschloss, lower ground floor). Should the person refuse to be tested, FAQ 1.5.2.1 shall apply. 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 penalizing measures under employment law will be instituted.

2.9 Who should the person be reported to?
The respective member of staff in the Personnel and Legal Department must be notified (see FAQ 1.5.2.1).

2.10 Can supervisors appoint someone to be present during a test on their behalf?
Self-tests conducted in the presence of the supervisor are not permitted (see section 1.1).

2.11 Are members of staff liable to prosecution if they enter the building without proof of vaccination, recovery or testing?
No. Members of staff shall be monitored by their supervisors, to whom proof must be presented, and can access the workplace as usual.

2.12 Does section 6 (see below) of the guidelines for members of teaching staff also apply to supervisors with respect to members of staff?
[“6. What can I do if students refuse to comply with the 3G rule? Essentially, students are obliged to comply with 3G regulations on campus in accordance with the regulations to prevent the infection and spread of the coronavirus issued by the State of Lower Saxony. Failure to comply with the 3G rule constitutes a criminal offence. Members of teaching staff will not be prosecuted if they fail to notice non-compliance. However, members of teaching staff may exercise domiciliary rights and ask anyone refusing to comply to leave the building. Moreover, lectures/courses may be discontinued for this reason. As a last resort, the police may be called. In case of urgency, the emergency number -
2160 is linked with the guards in order to ensure that internal experts can intervene and provide support as quickly as possible.

FAQ 1.5.2 applies for supervisors and members of staff: Upon request of their supervisors, members of staff must provide proof of vaccination, recovery or testing. Supervisors are responsible for ensuring compliance with the 3G rule and must monitor this. In addition, FAQ 1.5.2.1 applies: 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 penalizing measures under employment law will be instituted.

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

2.14 What is the policy for persons vaccinated with vaccines other than those approved in Germany (Biontech, Moderna, Johnson and Johnson, Astrazeneca)?
As with the international students, such persons should be informed of the following: Please check whether the administered vaccine has been approved (see website of the Paul-Ehrlich-Institut) and proof of vaccination has been issued in either German, English, French, Italian or Spanish.
If the vaccine has been approved: A digital vaccination certificate may be obtained via a pharmacy issuing digital vaccination certificates for vaccinations administered outside of Germany (see list of pharmacies which also includes information on required documents). The certificate can then be stored in the CovPass app or in the Corona-Warn-App and used to present proof.
If the vaccine has not been approved: The member of staff should contact their family doctor or the local health authority for information on their possible options (https://www.hannover.de/Leben-in-der-Region-Hannover/Gesundheit/Gesundheitsschutz).

2.15 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)?
No, the result may not be documented (e.g. copied) due to data protection regulations.

2.16 Who will monitor professors on a daily basis?
They shall be monitored by the respective supervisor, head of institute or dean.

2.17 Must external companies comply with 3G rules?
Yes. External companies must be informed of the 3G rules at LUH and their compliance.

3. Office organisation and occupation

3.1 Can my department continue to work from home provided that cooperation/availability is not affected?
Leibniz University Hannover has resumed on-campus learning in the winter semester. Anyone entering LUH buildings must comply with the 3G rule – including members of staff. Consequently, access will be restricted to persons who have been vaccinated or have recovered from a COVID-19 infection as well as those able to provide a negative test result. Further information can be found in FAQ chapter 1.
The following regulations apply until 31 December 2021:

- Working on campus in single-occupant offices is preferable, unless the regulations on distancing and hygiene cannot be observed due to other spatial conditions.

- Multi-occupant offices may only be used by multiple members of staff simultaneously if the regulations on distancing and hygiene can be observed. Sufficient ventilation must also be ensured (see the General hygiene measures and the information on ventilation in FAQ section 2).

Information on the use of multi-occupant offices:

Bearing in mind the regulations and measures to prevent the spread of infection, the use of double-occupant or multi-occupant offices with several persons is also possible. The Occupational Safety Department must be consulted to determine whether an office or several offices in an area may be used by multiple occupants, in view of preventing the spread of infection.

- As a further measure to prevent the spread of infection, members of staff may work from home if the requirements below cannot be fulfilled.

Information on working from home:

If the regulations and measures to prevent the spread of infection cannot be observed, a group to work from home (as described below) should be formed as a preventative measure. Staff in leadership positions are responsible for the specific arrangements in consultation with the Occupational Safety Department.

Working from home can continue to be implemented as a measure to observe the hygiene requirements, provided that duties can be carried out from home and official aspects such as service are not hindered. In concrete terms, the organisational units that were previously primarily or exclusively working from home would return to normal functioning, in such a way that at least proportional staffing can be ensured on campus (insofar as this corresponds to service prior to Corona). A form of staff rotation system should be implemented to observe regulations on hygiene and should be documented in order to trace any possible chain of infection. Working from home shall continue to be possible, provided that official work can be carried out. Accordingly, the work space itself as well as all other technical and infrastructural conditions must be suitable for working from home and the university’s information security and privacy policies must be observed. In particular, employees must be available via email and telephone.

Entitlement to work from home shall not apply. If working from home is to be granted, absence of colleagues due to leave must be taken into account and it should be ensured that normal service is not hindered. (see FAQ section 4.1)

Following consultation with the staff council, any restrictions with regard to telecommuting (official request, limited number of days) shall be suspended until 31 December 2021. The duration of telecommuting as well as the required duties are determined by the respective supervisor. (see FAQ section 4.1.1)

3.2 Is it necessary or a general requirement to measure CO₂ levels for multiple occupancy of offices? (FAQ 4.1) 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.
3.3 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.

3.4 Will the university provide CO2 measuring devices that can be borrowed?
The administrative departments, institutes and faculties will obtain or supply CO2 indicators (see page 5 of the guidelines for members of teaching staff).

3.5 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

3.6 What requirements regarding face masks apply?
A face mask (medical face mask or FFP2 mask) must be worn in all buildings and traffic areas, even if a minimum distance of 1.5 m can be maintained (see FAQ section 2.1.1). Due to the 3G rule, distancing is no longer necessary in LUH buildings (including classrooms, offices, student body council facilities etc.). However, if a minimum distance of 1.5 metres cannot be maintained, face masks must still be worn (medical face masks or FFP2 masks (see FAQ section 1.6). If the 2G status has been confirmed, face masks must no longer be worn during work-related meetings and university body meetings (section 8 paragraph 7 Corona-VO), even if the minimum distance cannot be maintained. Face masks must be worn during examinations, even if the minimum distance can be maintained (see FAQ section 6.2.1).

3.7 Does the requirement to clean surfaces still apply?
As a result of compliance with 3G regulations, surfaces no longer need to be cleaned regularly. However, persons or institutes for whom it is important may continue to do so (Guidelines for members of teaching staff, p. 5).

3.8 Do the guidelines on ventilation still apply (autumn/winter)?
Yes. Proper ventilation prevents corona infections, thus rooms must be aired thoroughly by opening windows completely at regular intervals (at least every 60 minutes for offices and at least every 20 minutes for seminar rooms). In summer, rooms must be aired by fully opening the windows for 10 minutes, in spring and autumn for 5 minutes and for 3 minutes in winter. Seminar rooms must be aired before and after every session (see FAQ 2.1.2).

3.9 Do hygiene measures need to be updated with respect to 3G requirements?
The general hygiene measures are updated regularly to meet the latest requirements. However, this may take some time. Up-to-date hygiene measures for individual events must be established. These will be checked and approved by the Occupational Safety Department.
3.10 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.

3.11 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 1.4.4 and FAQ 2.2.1.