

University of **Bonn** - 53012 Bonn, Germany

To all
deans and vice deans
managing directors
and institutes
professors and employees
at the University of Bonn

The Rector

Prof. Dr. Dr. h. c. M. Hoch
Postal address: 53012 Bonn,
Germany
Regina-Pacis-Weg 3
Phone: +49 (0)228 73-7297
Fax: +49 (0)228 73-7262
Rektor@uni-bonn.de

Bonn, December 16, 2020

Circular No. 100/2020
University operations during lockdown
(12/16/2020-01/10/2021)

Dear Sir or Madam,

With this Circular we would like to inform you about the latest regulations on university operations during lockdown. Based on the new version of the North Rhine-Westphalia Ordinance on the Protection Against New Coronavirus SARS-CoV-2 Infections (CoronaSchVO NRW) and the General Order of the German Ministry of Labor and Social Affairs (Allgemeinverfügung), the University of Bonn will return to minimal operations for the aforementioned period of time. Minimal operations will be as follows:

Courses and examinations

With the aim of keeping students and instructors safe, the CoronaSchVO NRW and Allgemeinverfügung impose new and considerably stricter provisions for holding on-site courses and on-site examinations.

- **On-site courses** are prohibited during the period indicated. In contrast to the previous provisions, this applies to all events, not just lectures. That means lab courses, field trips, exercises, etc. are also included.

However, there are exceptions to the rule: **preparatory measures for examinations**, e.g. when related to a bachelor's or master's thesis, may be held as on-site events where these cannot be deferred beyond January 10, 2021 due to **legal or actual reasons** or where a deferral would be unreasonable for the relevant students. Another condition which must be met is that the preparatory measures must take place on site as special facilities and equipment are required (e.g. laboratories, work rooms, recording studios as well as, for the arts, correpetition, rehearsals, one-to-one art lessons and work in ateliers and studios).

Practical training elements, e.g. the practical year when becoming a physician, can be held on site.



- **On-site examinations** are also prohibited until January 10, 2021 and will be deferred to the end of this period or later. Examination boards will announce whether alternative forms of examination are available for on-site examinations that are scheduled for the period from December 16, 2020 to January 10, 2021.

If no alternatives are found and the restrictions under the CoronaSchVO NRW continue to apply after January 10, 2021, on-site examinations will be offered as permitted by law to at least those students for whom a further deferral would be unreasonable (e.g. examinations that conclude their studies).

University Library (USL) and learning spaces

Library items may only be borrowed to prepare examinations which have a fixed deadline. Under the current provisions of the CoronaSchVO NRW, USL learning spaces (including Campo-Mensa and Zeltmensa) may not be used.

Work/Working from home

Where daily work can be carried out remotely and no operational or academic requirements demand on-site presence, working from home should be the **preferred option**.

Where the pandemic does not allow appropriate carrying out of professional duties remotely from home or on University premises without posing any danger, employees should be exempt from fulfilling their professional duties. However, employees are not on annual leave and must be prepared to resume work immediately if needed.

Childcare

Where closing of schools and other facilities results in mandatory childcare responsibilities, **work** can, following agreement with relevant supervisors, be carried out **from home** or with flexible non-risk working hours (e.g. working early evenings).

Where such arrangements are not possible, **compensatory time-off** as part of flexible working hours or reducing overtime may be granted or **remaining annual leave** may be taken. We would like to point out the option of applying for special leave or release from work while taking a pay cut. Please submit applications to the relevant Human Resources department via email.

We would like to point out the usual regulations according to which you can apply for **paid absence** from work for childcare via the statutory health insurance (cf. § 45 Para. 2 German Social Security Code V, SGB V). Please note that this type of paid absence requires submission of a doctor's certificate.

Business trips

Where at all possible, business trips shall be avoided and be replaced via virtual meetings.

Please also refer to Circular No. 92/2020.



Closing of buildings

All University facilities will be closed to the public **between December 21, 2020 and January 04, 2021**. For **centrally** administered buildings, Facility Services (Section 4.1) is responsible for the closing.

For buildings which are **not centrally administered**, it is at the discretion of the managing directors or, respectively, persons responsible to further reduce opening hours between December 16, 2020 and January 10, 2021.

Employees authorized to hold a key will continue to have access. Students may only be granted access following prior registration and to prepare for mandatory examinations with fixed deadlines.

Further information on the **regulations that apply to the period between December 16, 2020 to January 10, 2021** is also available on the corona-related sections of the University website.

Sincerely,

signed Professor Dr. Dr. h. c. Michael Hoch
Rector

signed Holger Gottschalk
Provost