

**Current Coronavirus Regulations for Employees – Employees-list-mail from Karsten Gerlof,
15 December 2020**

Dear university employees,

The state government has published its new coronavirus containment ordinance:

<https://www.landesrecht.brandenburg.de/dislservice/disl/dokumente/8922/dokument/14505>

As of now and until the weekend before the start of school vacations, on-site attendance has been suspended at many of Brandenburg's schools. From January 4 to 10, on-site teaching at schools will not be permitted. Daycare centers will remain open, but there have been some bottlenecks over the last few weeks. In Berlin, many schools will close as of Wednesday, December 16. Daycare centers and other childcare facilities will only offer emergency services.

To ease the burden on parents with care obligations for children in school or daycare, but also more generally to reduce infection risks at or on the way to work, employers are urged to consider wide-ranging home office solutions for the period between December 16, 2020 and January 10, 2021. Therefore, we are currently making arrangements at the UP to respond to this new situation. The possibilities of working from home should be exploited to the fullest possible extent.

For academic staff members, the guidelines on flexible working hours and working locations, which came into force on November 1, 2020, apply (https://www.uni-potsdam.de/fileadmin/projects/personalvertretungen/WiMiPR_Dokumente/2020-10-07_Leitlinien_mobiles_Arbeiten_AkMis.pdf). Each organizational unit of the UP is to implement them in a way that allows us to reconcile the requirements of a family-friendly university with the duties in teaching and research as best we can. As mentioned in the e-mail sent by the Vice President for Teaching and Studies, on-site teaching will be suspended until January 10 for now, with exceptions for practical courses (limit of 5 participating students) and examinations. All other courses are to be offered in digital formats. This enables you to work from home even more than before.

For employees in our technical and administrative services the following will apply: As soon as possible, but by the end of this week at the latest, your supervisors will adapt the division-specific home office concepts accordingly in order to enable employees to work from home to the greatest possible extent, especially for those affected by the school and daycare closures, but also for the division in general. This is made possible by the applicable home office regulations (https://www.uni-potsdam.de/fileadmin/projects/presse/docs/Corona-Webseiten/021120_Eckpunkte_Homeoffice_MTV.pdf). With the exception of our vacation close-down period (December 24, 2020 - January 3, 2021) the division has to remain reachable and necessary tasks need to be completed.

It is currently still unclear whether the option of receiving time off from work, with or without continued pay, for a few days outside of the collective bargaining agreement – an option that is currently limited up to and including December 31, 2020 – will be extended if no reasonable childcare

options, no home office options and also no compensation days or flexitime credits are available. It is also still unclear to which cases this arrangement would apply if schools and daycare centers are not closed across the board. Division 3 will inform you as soon as possible on any updates in this regard.

You can find current information that is continuously updated at <https://www.uni-potsdam.de/en/presse/press/latest-news/coronavirus>, in the “Information for employees” section, in particular.

Kind regards,
Karsten Gerlof