

Dear colleagues,

The coronavirus crisis continues to affect our professional and private lives.

As far as general behaviour, acceptance of restrictions and the flexibility and creativity applied to adapting to new procedures are concerned, the University of Bamberg's employees and students have so far acted in an exemplary manner. I would like to take this opportunity to express my emphatic thanks.

We have already taken many steps towards easing restrictions. However, recent developments in other federal states have demonstrated that we must remain vigilant. I therefore ask that you continue to heed the guidelines and measures for protecting the health of all university members.

The established rules of conduct will remain in place until further notice, with the exception of the following changes:

As before, business trips will only be authorised if they are absolutely necessary. However, it is no longer necessary to obtain special approval from the President or Head of Administration for travel within Germany and Europe. Effective immediately, direct superiors will be responsible for taking decisions concerning approval of these business trips. Only in the case of trips to areas outside Europe is it still necessary to request approval from the President (for academic staff) or the Head of Administration (for non-academic staff).

Whenever possible, working from home should continue to take precedence over working on site. Which employees may work on site at which times is to be decided by direct superiors in consideration of the respective working premises and physical distancing requirements. The distance and hygiene regulations detailed in the University's manual on the subject (<https://www.uni-bamberg.de/en/health-management/coronavirus/faq-for-university-members/faq-current-situation/>) must be observed.

The regulations concerning trust-based working hours will continue to apply for the time being. The personnel department and Z/IS are currently taking the organisational and technical steps necessary to return to regular time recording. I will of course inform you in advance when a date for reintroducing the regular electronic recording of working time has been set.

With regard to childcare, the existing regulations continue to apply. Release from official duties shall continue to be granted in accordance with existing conditions, if and for as long as care facilities generally remain closed. Terms regarding a general closure also apply if and insofar as instruction/care is offered for only limited periods and not in the regular, full scope. If, for example, a child requiring care can only visit the facility every two weeks, employees, as before, may request a release from duties for the period of care at home.

As always, all pertinent information is also available at <https://www.uni-bamberg.de/en/health-management/coronavirus/>.

Please continue to take care of yourselves and remain healthy.

Sincerely,

Dagmar Steuer-Flieser