

Since the resumption of normal operations at the Leibniz-HKI, special hygiene and minimal distance rules apply. These continue to apply and are taken very seriously by the Leibniz-HKI.

The Leibniz-HKI has implemented a **concept for the protection against infections**, which can be accessed on the [intranet](#). We are thus following the guidelines of the Thuringian Ordinance on the Reorganisation of the Measures Required to Contain the Spread of the Coronavirus SARS-CoV-2 and to Improve the Options for Action under Infection Protection Law, which came into force on June 13, 2020.

The Leibniz-HKI is furthermore obliged to keep **track of contacts** of all external persons staying at the institute. A **form for recording contact data** and organisational details can also be found on the [intranet](#) ("Formulare").

We will keep you informed of any changes in the applicable regulations. Please continue to inform yourself about the current situation on the relevant websites of the Federal Government, the Free State of Thuringia and the City of Jena.

## Important Links

[Current situation in Jena](#)

[Thuringian State Government \(in German\)](#)

[Thuringian Ministry of Labour, Social Affairs, Health, Women and Family](#)

[Robert Koch Institute \(Expert public\)](#)

[Robert Koch Institute: COVID-19-Dashboard](#)

[Federal Ministry of Health \(in German\)](#)

[Federal Ministry of Labour and Social Affairs \(Child care - in German\)](#)

[Federal Ministry of Labour and Social Affairs \(Labour law\)](#)

[Federal Foreign Office](#)

[World Health Organisation](#)

[Bundeszentrale für gesundheitliche Aufklärung \(in German\)](#)

[Friedrich Schiller University Jena](#)

## Important documents

- [20-06-09\\_ThürCorona-GrundVO.pdf \(178.5 KiB\)](#)
- [20-06-18\\_Allgemeinverfuegung\\_Jena.pdf \(62.6 KiB\)](#)

## Further Downloads

- [Form\\_holiday\\_location.pdf \(131.3 KiB\)](#)
- [20-04-15\\_Return\\_to\\_normal\\_operation.pdf \(273.8 KiB\)](#)
- [20-04-16\\_BMAS-Arbeitsschutzstandard.pdf \(564.9 KiB\)](#)
- [20-04-17\\_Mund-Nasen-Bedeckungspflicht.pdf \(3.2 MiB\)](#)

## Podcasts and Media

[Coronavirus 411 podcast](#)

[NDR: Prof. Dr. Christian Drosten, Charité-Universitätsmedizin Berlin \(German\)](#)

[MDR Tweens: Corona-Update \(German\)](#)

[MDR: Kekulé's Corona-Kompass \(German\)](#)

[DLF: The Podcast-Battle between Drosten and Kekulé \(German\)](#)

[Tonspur Wissen: Podcast of Leibniz-Association and t-online.de \(German\)](#)

[Anika Klafki \(FSU Jena\): Overview of the infection protection act \(German\)](#)

[State of the Nation - the politics podcast from Berlin \(German\)](#)

[Explanatory video of the city of Vienna for children \(German\)](#)

## Hygienic measures

It is strongly recommended to follow the usual hygienic measures which also protect against an influenza infection:

- Refrain from shaking hands.
- Maintain a good hand hygiene, and wash your hands with sufficient soap and water.
- Use commercially available agents for hand disinfection. If these are not available, the WHO recommends that you use one of the following formulations:

830 ml Ethanol (96 %)	750 ml Isopropanol (99,8 %)
42 ml Hydrogen peroxide (3 %)	42 ml Hydrogen peroxide (3 %)
15 ml Glycerol (98 %)	15 ml Glycerol (98 %)
110 ml Water	193 ml Water

- Observe the coughing/sneezing etiquette (arm bend instead of the hand).
- Use tissues only once, and dispose of them safely.
- Keep a distance of 1 to 2 meters from other persons, and in particular, avoid close contact with persons who have a respiratory infection.

## **Mouth-and-Nose-Cover**

In all areas in which compliance with the minimum distance and 20m<sup>2</sup> of space per person as a workplace is not possible or not continuously possible, the obligation to wear a mouth-and-nose cover applies. If necessary, this is provided by Leibniz-HKI as a disposable breathing mask. Alternatively, self-made textile mouth-nose-covers may be used.

Further information on the usual hygienic measures can be found [here](#).

## Childcare

In order to guarantee the care of children required during the closure of day care centres and schools, the following possibilities are basically available to employers. A solution suitable for the individual case is determined by the head of the structural unit.

- Extension of the working time corridor preferably from 06:00 to 21:00 hours. In this way, childcare can be better shared with the partner by shifting working hours or shift work. The Working Hours Act must be observed with regard to maximum working hours per day and break times,
- Part-time agreements to reduce the regular weekly working time,
- Home office, if this is possible,
- Reduction of remaining vacation from 2019 or use of vacation days for 2020, agreements can be made on granting half vacation days if required,
- Utilization of unpaid leave; since 30 March 2020, the legislator has offered the possibility of compensating for the loss of earnings resulting from the need for care due to the closure of a day care centre or school ordered by the authorities. 67% of the loss of earnings incurred will be reimbursed, up to a maximum of EUR 2,016 per month.

## Frequently asked questions

### **What happens if my child cannot attend childcare or school because of the corona virus?**

- If the child is confirmed to be ill with COVID-19, the above requirements for persons who have been in contact with a sick person must be observed. In case of any other illness of the child, the usual regulations apply (see more information in the Serviceportal - under work release due to illness of a child).
- Employees who have to stay at home to care for their children because the children are no longer allowed to attend childcare facilities or schools due to orders from the health authorities or because the school/care facility has been closed due to coronavirus, contact the head of their structural unit. He/she will take appropriate measures to balance childcare with the obligations of the employment relationship.
- The aforementioned regulations apply to children up to the age of 12. The staff will be informed at short notice of any changes made by the legislator in the context of the current infection situation. The Leibniz-HKI will use its discretionary powers in interpreting the applicable legal regulations and will strive for goodwill solutions in individual cases.

### **What happens if I am quarantined or cannot travel home?**

- Employees under quarantine in Germany (only if ordered by the health authorities) are released from work with continued payment of their salary.
- Employees under quarantine outside Germany (only if ordered by the security authorities in the sense of quarantine measures) are released from work with continued payment of their salary.
- If employees on vacation are affected by quarantine measures, the vacation is terminated from this point in time and "replaced" by a release from work.
- Employees who are unable to return home from abroad due to other safety regulations, are released from work and continue to receive their salary. If the return journey is not possible for other reasons, further steps must be agreed with the Personnel office.
- A closure of the institute initiated by the Executive Board has no influence on the continued payment of remuneration. The payment of salaries is technically guaranteed.

### **What does an employee have to consider if he or she falls ill with COVID-19?**

Sick employees regularly call in sick. The reason for an inability to work is a private matter, but the employer's duty of care may give rise to a claim to know whether someone is ill with COVID-19 in order to protect colleagues from infection. Please help to contain the spread of the virus if possible, and disclose any infection to your employer.

### **What happens to the workplace of an employee who is confirmed to be ill with COVID-19?**

The workplace of the employee (office, laboratory, etc.) must be closed immediately after knowledge of the confirmed illness, and further use is prohibited. This also applies to shared workplaces such as shared offices, etc. Before resuming use, surfaces must be cleaned with disinfectants. Please inform the officer for biological safety (Dr. Sina Gerbach, [sina.gerbach@leibniz-hki.de](mailto:sina.gerbach@leibniz-hki.de), 03641 532 1335).