

# **Instruction**

## **in the context of the current infection situation with the corona virus (Covid 19) in relation to business and private travel**

### **(15.05.2020)**

The Ministry of Finance announced on 14.05.2020 service and tariff regulations in connection with the coronavirus for travel. The following regulations are issued on this basis.

#### 1. Carrying out business trips

In principle, missions should only be ordered and authorised if they are strictly necessary for the performance of the service.

The current regional infection situation must be taken into account. The official concerns and the duty of care must be weighed up. It is still recommended to refrain from business trips if other forms of information exchange can take place.

In any case, the hygienic regulations must be observed. If there is reason to fear that a quarantine will be imposed on return, business trips must be approved by the Rectorate in absolutely exceptional cases

#### 2. Private Reisen ins Ausland oder in Risikobereiche

Private trips abroad or to high-risk areas cannot be prohibited by the OVGU because they affect the off-duty behaviour of employees and staff. Due to the entry into force of the SARS-CoV-2 quarantine regulation, however, it can be assumed that such trips are made in full knowledge of the legal situation. If a trip is booked or undertaken at a time when the restrictions resulting from the quarantine regulation were already known, the consequences must be borne by the employees and staff themselves.

This means, for example, that in the event of quarantine on entry or return, difficulties on the return journey or prohibitions on activities, leave or unpaid leave must be applied for. This applies for the period of validity of the SARS-CoV-2 quarantine regulation. It should be noted that even in this case, there are great regional differences in the regulations that have been made, so that in particular the regulations that apply to the respective place of residence and work must be observed.