

Guidelines for staff schedules in accordance with the internal action plan

1. Tasks that can continue to be fulfilled in mobile working scenarios

The tasks listed below can continue to be fulfilled in mobile working scenarios:

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The team members listed below can fulfil these tasks:

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2. Tasks requiring physical presence

The tasks listed below will henceforth (potentially with different start dates) be fulfilled in presence on campus, e.g.

- Research in laboratories
- Examinations in physical presence, practical courses
- Workshops/caretaker duties
- Office tasks that require physical presence (potentially in alternating shifts)
- Units with visitor contact (e.g. libraries, Registrar's Office)

The team members listed below can assume these tasks (see also Item 3: High-risk groups/groups with social responsibilities)

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3. High-risk groups/groups with social responsibilities

XXX team members belong to a high-risk group or are unable to work on campus due to social responsibilities (childcare, care for family members, etc.) and will therefore continue to work remotely.

These are:

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See <https://www.uni-due.de/de/covid-19/staff.php> for examples.

4. Items in the internal action plan that need to be taken into consideration when creating the staff schedule

- Workplace design (laboratories, two-person offices, room size, etc.)
- Conferences/meetings/interaction with visitors
- Common rooms and shared spaces (arrangements for breaks, etc.)
- Barriers/protective screens if distancing rules cannot be adhered to
- Distribution of staff between the Duisburg and Essen campuses
- Mobile working from home

5. Specific schedule of presence for period X (X days per working week)

Last name	First name	Role	Room	Laboratory/ workshop	Team A/ Team B	Present from ... to ..	Monday	Tuesday	Wednesday	Thursday	Friday

Such a list can also be attached to the risk assessment.

6. Communicating the planning to staff and giving instructions

Staff are to be involved in the planning process. The line manager is to discuss plans with staff in a transparent and comprehensible way as part of the regular (digital) work meetings. Corresponding documents such as the specific staff schedule must be stored in a central location that all staff within the unit have access to.

Line managers must give their team members instructions on the new regulations before they start working on campus.

The members of the Staff Councils must be given access to the staff schedule upon request¹. The same applies to the Equal Opportunity Officers and the Occupational Safety and Health Specialists.

¹ Sections 65 (1) and 64 (4) of the NRW State Staff Representation Act (LPVG NRW).