



To all superiors  
at the University of Cologne

Albertus-Magnus-Platz  
50923 Köln  
[rektor@uni-koeln.de](mailto:rektor@uni-koeln.de)

### **New regulations on home office and protective measures for employees**

Köln, 24.03.2020

Dear Madam, dear Sir,  
dear colleagues

in view of the recent measures taken by the Federal Government and the State government on 22 March 2020 (keyword "contact ban "), the University management decided as follows:

- Until further notice, working from home is to be regarded as the norm at the University of Cologne. Presence work at the university is only possible if absolutely necessary and must be justified by important occupational obligations, for example that the proper completion of important tasks requires personal presence. The implementation of these measures and the identification of important occupational obligations lie within the responsibility of the superior. Employees do not have a guaranteed right to work from home.
- Each superior is obliged to ensure the basic working ability of the respective unit. This includes, for example, the regular checking of mail and invoices as well as the processing of personnel matters that cannot be postponed.
- For those employees who, for important occupational obligations, are still required to work on-site at the university, the superior must take appropriate measures to minimize potential personal contact. This can be done, for example, by providing single person offices as workplaces or by ensuring that employees only work on staggered hours or only on individual days. Even when employees are present at their place of work, consultations should only take place by telephone or e-mail.
- For clinically active personnel or personnel working in the field of patient care, the regulations of the Faculty of Medicine and/or the University Hospital shall apply in deviation.

- The teleworking regulations of the central administration (and affiliated areas) do not regulate home office work for the currently required needs. Therefore, they are not applicable here.

Information on measures taken by the university and instructions can still be found on the homepage <https://portal.uni-koeln.de/en/coronavirus>. Please check it regularly.

You will find links to technical implementation possibilities for home office work there as well.

—  
Sincerely yours

signed  
Prof. Dr. Axel Freimuth  
Rector

signed  
Dr. Michael Stückradt  
Chancellor