

3G Plus check for staff (as of 1 December 2021)

In accordance with 1.4 of the hygiene guidance for Bavarian Universities and the communication from the Finance Ministry dated 24 November 2021, FAU is obliged to monitor and document compliance with the current rules. Staff are obliged to provide appropriate proof of compliance when requested.

Only staff who comply with the 3G rule may enter FAU buildings.

Checks

Who

- The head of the organisational unit is **responsible** for checking compliance.
- The responsibility for checking compliance may **be delegated**. Any delegation should be in writing.
- To avoid recording unnecessary data, delegation at multiple levels should be avoided.

What

- The member of staff must prove compliance with the 3G rule (vaccinated, recovered or PoC antigen test). This information is provided to the employer or head of the organisational unit by the member of staff on a voluntary basis.

How often

- Unless vaccinated and recovered, staff must take a **PoC antigen test on at least two different days of the week**.
- The date and time of the **test** is relevant. This information is recorded on the test certificate. The test is valid for 24 hours from this point onwards.
- If staff are not vaccinated, or have not recovered and are required to take a test, compliance must be checked on a daily basis.
- Checks should be carried out at the start of the working day and on entry to the workplace where possible.

How

- A **visual** check of documents that prove compliance is sufficient. This can be done in person or online (Zoom/PDF document by email).
- Staff can no longer choose **not to provide proof of their vaccination or test status**. **All staff must provide proof when they are requested to do so.**

Documentation

- The **person responsible for checking compliance** records that the check has taken place with the following details (name of the employee, date of the check, proof provided yes/no, tested, name of the person carrying out the check).
- The person **responsible for storing/maintaining compliance records** (head of organisational unit) will keep all records of checks in a lockable container/cupboard.

Data must be treated as protected health information. There is no need for data to be processed by a central office.

- The current test certificate should be carried by the member of staff at all times while they are in FAU buildings in the event of a check by security personnel. Staff should keep their test certificates for two weeks.

Consequences of non-compliance

- Entering university premises without valid proof of compliance with the 3G rule constitutes a regulatory offence (entailing a fine of 250 euros), and is also classed as an offence under labour law or employment law which may incur further measures under labour law or employment law depending on the status of the person in question.
- If compliance with the 3G rule cannot be proven by the member of staff, they will be refused access to the building or must leave the premises immediately.
- The member of staff must provide proof when requested. If this is not possible at short notice for organisational reasons, flexitime (if available) or leave must be taken in consultation with the supervisor.
- Working from home may be feasible if this is permitted by the current organisational circumstances.
- Human resources can provide further assistance and support in individual cases.