NEW REGULATIONS AT LEIPZIG UNIVERSITY IN RESPONSE TO SAXONY’S EMERGENCY CORONAVIRUS LEGISLATION (SächsCoronaNotVO)

Last amended: 22 November 2021

1. What does “3G” proof mean?
Due to the regulations of Germany’s amended Infection Protection Act (IfSG), from 24 November 2021 people will only be allowed access to their workplace on presentation of “3G” proof. Employees, civil servants (Beamte:innen) and trainees must therefore prove that they are fully vaccinated, have recovered or have tested negative. The obligation to present “3G” proof applies on days when the person will be working on site, but not when working from home.
The University is legally obliged to check whether members of staff have the necessary “3G” proof and is subject to random checks in this respect.

2. Who has to be shown the “3G” proof?
Members of staff are required to prove their “3G” status to their superior without being requested to do so. The Rector and the Head of Administration and Finance have delegated the authority to verify “3G” proof to the deans, vice-deans, heads of institutions, and department heads. If necessary, verification can also be delegated to other superiors. Employees, civil servants and trainees must know who will verify their “3G” proof. They have the duty to actively approach these persons or, in the event of their absence, their deputies and to present their “3G” proof.
Superiors are required to document the fact that they have verified the “3G” proof, and store this information.

3. How is “3G” status documented and stored?
The “3G” status is documented by verifying the proof. The documentation must be stored for six months. The data must be destroyed after six months.
The last name and first name of the employee / civil servant / trainee and their “3G” status are recorded:
   a) For vaccinated persons (“yes” or “not specified”)
      If “yes”, one-off documentation is sufficient. If “not specified”, proof of testing must be provided.
   b) For people who have recovered (“yes”, with date of certificate validity)
      Once the certificate has expired, the employee / civil servant / trainee must again present “3G” proof without being asked to do so.
   c) For people who have been tested (continuous documentation of the test date).
A documentation form is available at:
At the end of each month, the verification documentation for the whole faculty/institution is collected by the dean, department head, head of institution.
4. Which tests are possible?
Tests are generally carried out outside working hours. Three options are available for testing:
   a) Rapid tests at Leipzig University’s own testing points: https://www.uni-leipzig.de/en/university/service/information-about-coronavirus/#c582196
   b) Rapid tests and PCR tests at the City of Leipzig testing points: https://www.leipzig.de/jugend-familie-und-soziales/gesundheit/neuartiges-coronavirus-2019-n-cov/testzentrum
   c) In exceptional cases, supervised and documented self-testing on site. A self-test documentation form is available at: https://www.uni-leipzig.de/fileadmin/ul/Dokumente/2021_07_Dokumentation_Testpflicht_dt.pdf

The testing services provided by Leipzig University and the City of Leipzig should preferably be used; supervised self-tests can be used in exceptional cases. Free self-tests are still available to all employees, civil servants and trainees three times a week.

5. How often does the “3G” proof have to be presented?
In the case of certificates of vaccination or recovery, as long as these remain valid it is sufficient to present the proof once at the beginning of the first working day when the person works on site after the regulation enters into force.
If “3G” proof is provided by means of a test, the frequency depends on the validity period of the test result. For rapid tests this is 24 hours, and for PCR tests 48 hours.

6. What happens if the “3G” proof is rejected?
If this happens, the persons in charge of verifying the proof must notify the Department of Human Resources without undue delay.
Employees, civil servants and trainees who enter the workplace and start work without proof of vaccination, recovery or testing are committing an administrative offence punishable by a fine.
Refusal to present proof of vaccination, recovery or testing is a breach of duty that can lead to sanctions under labour law or service law (e.g. a formal warning). According to the principle of “no work, no pay”, the member of staff shall forfeit their entitlement to remuneration if they cannot work from home.

7. Working from home
In the case of working from home, Sect. 1(5) SächsCoronaNotVO applies directly for the period of the applicable regulation in order to reduce contact.
For office work or comparable activities, all employees, civil servants and trainees (even if they are still in their probationary period) are offered the opportunity to carry out these activities from home if there are no compelling operational reasons to the contrary.
Employees, civil servants and trainees are required to accept this offer unless there are compelling reasons for them not to do so. Reasons for an employee to refuse to work from home may include, for example, a lack of space, disturbances by third parties or a lack of technical equipment.

It is therefore not necessary to conclude an individual agreement on the basis of the Service Agreement on Mobile Working (DVMA). It is sufficient if the employee has this confirmed by their supervisor – for example by email.