Name:

Faculty:

Date and destination of official travel:

|  |  |  |  |
| --- | --- | --- | --- |
| Yes | No | **N/A** |  |
| 🞏 | 🞏 |  | **Travel to and from the destination will be alone by car.** |
|  |  |  |  |
| 🞏 |  |  | **For valid exceptions with more than one person in the car** (Justification is attached) |
| Travel to and from destination will take place with more than one employee in one car. A medical mouth-and-nose coverings will be worn during the drive (surgical mask or protective masks of the standards FFP2, KN95, N95 or comparable without external valve), and a functional ventilation system is ensured.  |
| 🞏 |  | 🞏 | For valid exceptions with public transportation (Justification is attached) |
| The current regulations such as the obligation to wear a mouth-and-nose covering are to be observed.  |
| 🞏 | 🞏 |  | **The official trip does not require an overnight stay.** |
|  |  |  |  |
| 🞏 |  | 🞏 | **For valid exceptions an overnight stay will take place** |
|  |  |  | (Justification is attached) |
| 🞏 | 🞏 |  | All RKI standards will be observed at the official travel destination and during overnight stays. |
| 🞏 |  | 🞏 | Deviations from RKI requirements exist at the official travel destination/ during overnight stays (Explanations and compensating measures are attached) |
|  |  |  |  |
| 🞏 |  | 🞏 | Risk groups: A briefing on special personal measures was carried out if an increased risk for a severe COVID-19 disease progression exists for the travellers (documentation!). |
| 🞏 |  |  | On the day of travel, it will once again be checked whether the destination of the official travel is still not designated as a high-risk area / area of variant of concern by the RKI and no travel warning from the Federal Foreign Office is in place. |
| 🞏 |  |  | The official trip will only be undertaken if it can be guaranteed that no acute / feverish illness is present, there has been no contact to a person with a confirmed SARS-CoV-2 infection in the last 14 days, and no official quarantine is in effect |
| 🞏 |  |  | The travellers were briefed on the RKI requirements in advance by their supervisor (documentation!). |