Undertaking official travel

in observance of the hygiene regulations of the Robert Koch Institute and the occupational safety standards of the Federal Ministry for Labour and Social Affairs

Official travel is only possible in exceptional cases (e.g., serious adverse effects on the success of a scientific project, a research object that demands a specific time window, or the necessity of on-site presence).

In such cases a review by the relevant supervisor and dean’s office must be carried out in advance with regard to the requirements listed below. In addition, the checklists for official travel must be filled out and submitted.

For support, please contact [krisenstab@uni-frankfurt.de](mailto:krisenstab@uni-frankfurt.de).

No official travel may be undertaken to areas that the RKI has designated as high-risk or countries for which a travel warning is in effect.

<https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Risikogebiete_neu.html>

<https://www.auswaertiges-amt.de/de/ReiseUndSicherheit/covid-19/2296762>

Overnight stays should not take place if possible. If this is unavoidable, the regulations of the states in questions for overnight stays must be taken into consideration in advance.

When traveling to and from the destination, the simultaneous use of vehicles by several employees is to be avoided if possible. The use of a vehicle by more than one person simultaneously is only allowed in special, justified cases. During the drive, all occupants must wear a mouth-and-nose covering, and a functional ventilation system must be ensured. Official vehicles are to be additionally equipped with utensils for hand hygiene, paper towels and garbage bags. The interior is to be cleaned before and after a change in occupants.

If taking public transportation is unavoidable, regulations currently in effect, such as the requirement to swear a nose and mouth covering, must be observed.

The mouth-and-nose covering must be provided and cleaned by the employee if the employer is unable to provide a sufficient number of disposable products.

All RKI regulations are to be observed at the destination of the official trip:

* + **Hand hygiene** (washing hands with soap for at least 20 seconds).

This applies in particular before and after using common or alternately-used work equipment.

* **Maintaining distance** (at least 1.5 metres).
* **Cough and sneezing etiquette** (Cough and sneeze into the crook of the arm).

Special measures for risk groups:

Individuals who have an increased risk of a severe COVID-19 disease progression may not undertake official travel if the personal measures for infection prevention cannot be maintained consistently or if contact to other people is required.

The following persons may not undertake official travel:

* Individuals suffering from an acute respiratory or feverish illness.
* Individuals who had contact to someone with a confirmed SARS-CoV-2 infection during the previous 14 days.
* Individuals who are subject to an official quarantine.

Before official travel begins, the travellers are to be briefed by their supervisor and the briefing documented.