



# Measures against the spread of the coronavirus SARS-CoV-2 at the University of Erfurt

*(as of March 20, 2020)*

Against the background of the worldwide rapid spread of the corona virus, the University of Erfurt has taken various measures to protect the health of its employees, students and other people.

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## **1. Postponement of the start of the lecture period in the summer semester 2020**

The lecture period in the summer semester 2020 will begin at the universities in Thuringia – and thus also at the University of Erfurt – on May 4 at the earliest. This was decided by the Thuringian Conference of University's Presidents on March 13, 2020 together with the Thuringian Ministry of Economics, Science and Digital Society (TMWWDG). Until then, the University of Erfurt is working hard to reduce the risk for students, lecturers and employees as much as possible with digital teaching formats and other measures.

How teaching in the summer semester can be organised in concrete terms is currently being discussed. Whether the postponement of the start of lectures will also result in a postponement of the end of lectures is currently still open and depends not at least on the further course of the corona epidemic. A decision on this matter is to be made at the end of March. The University of Erfurt will inform you as soon as possible.

The Ministry has stated that there should be no disadvantages for students as a result of the postponement. Examination deadlines should be handled flexibly and exceptions should be permitted. This also affects the receipt of German Federal Law on Support in Education (BAföG), which is usually linked to the start of lectures.

## **2. Shutdown of the university**

The University of Erfurt will cease its presence on Friday, 20 March 2020, from 3 pm, for the protection of all its members and the public. This was decided by the Presidential Board after discussion in the university's crisis management team on Wednesday, March 18. The measure will initially last until April 19.

This means:

- All (teaching) events have been cancelled; there will also be no more conferences, workshops, excursions or other (public) events of the University of Erfurt (neither on campus nor elsewhere).
- All committees and appointment commissions are suspended.
- There are no examinations.
- Business trips are currently not approved, those already approved are revoked.
- Until further notice, access to the buildings and facilities of the university is only permitted to the administration staff who have been named in advance and are required for necessary operational processes.
- The University Library and the Gotha Research Library will also remain closed, loan is not possible.
- The catering facilities on campus will also remain closed.
- The employees work from home.
- Communication takes place by e-mail or telephone.

It is intended that the possible success of studies will not be affected by these measures. Compulsory internships during studies that do not take place at the university can be continued, but the continuation is at the discretion of the respective internship provider. The university will inform you shortly about the consequences of internships that have not been fully completed. How compulsory internships in the summer semester can be organised is currently being discussed. We will also provide information on this in a timely manner.

In addition, please avoid attending external courses at present.

### **3. Closure of the libraries**

The University Library and also the Gotha Research Library will be closed for use from Monday, March 16. The University of Erfurt asks all employees and students to use the electronic services as far as possible. In order to avoid hardship for users, loans and deliveries can still be made until 4 pm on March 16. After this time, returns are only possible by post. Furthermore, reminders will be suspended until further notice. In addition, the libraries refer to the use of their electronic services and to their e-mail addresses:

*University Library*

e-mail: [information.ub@uni-erfurt.de](mailto:information.ub@uni-erfurt.de) and [ausleihe.ub@uni-erfurt.de](mailto:ausleihe.ub@uni-erfurt.de)

*Gotha Research Library*

e-mail: [bibliothek.gotha@uni-erfurt.de](mailto:bibliothek.gotha@uni-erfurt.de)

### **4. Avoiding public traffic in university buildings**

The buildings and facilities of the university will remain closed until at least April 19 inclusive. There are also no guided tours at the moment.

### **5. Suspension of examination operations**

For the time being, no examinations will be held. Examinations already scheduled will be made up for at a later date.

### **6. No trips to risk areas**

Business or study trips and excursions to the corona risk areas designated by the Robert Koch Institute (RKI) will not be approved until further notice; approvals already granted will be revoked. In the case of trips to other areas, those responsible will be asked to check whether they can be postponed. A restrictive approach is to be taken, especially when travelling abroad. If business trips are cancelled or not taken for reasons for which the traveller is not responsible, we ask that the resulting costs be kept as low as possible – commitments already made must be cancelled as far as possible. The reimbursement or payment of outstanding travel expenses must be clarified with the Accounting Office for Business Trips.

Until further notice, the following instructions apply to students and staff (teaching staff, lecturers, guest lecturers and employees) at the University of Erfurt:

Persons who

- return from a risk area according to the RKI;
- had contact with a sick person or a returnee;
- are staying abroad but are unable to return to Germany due to safety orders issued by the safety authorities in accordance with the quarantine measure;

- are themselves ill (with unspecific general symptoms or respiratory problems);
- are in quarantine;

please report immediately by telephone or e-mail to their superior and in Department 2: Human Resources at e-mail: [personal@uni-erfurt.de](mailto:personal@uni-erfurt.de) (employees) or in Department 1: Registrar's Office at e-mail: [sul@uni-erfurt.de](mailto:sul@uni-erfurt.de) (students). The colleagues will then discuss the further procedure with you.

Please note: Fines may be imposed if the general decree of the city of Erfurt is violated.

The public health department of the city of Erfurt has designated the Medical Care Centre Dr. Kielstein as the central information point for returnees from risk areas – with and without symptoms. There, a smear test can be taken after telephonic agreement on 0361/6010930 and the results will be available within approx. 48 hours. Please note that the infection with the coronavirus SARS-CoV-2 is notifiable. You can reach the „Kassenärztlicher Notdienst“ (emergency service) outside the office hours of the family doctor practices by calling 116117.

In general: Foreign students from risk areas who are not yet in Germany should refrain from travelling to Germany until further notice.

Students who have questions about their stay in one of the halls of residence of the Studierendenwerk or about financial or (German) Federal Law on Support in Education (BAföG) matters, please contact the „[Studierendenwerk Thüringen](#)“ directly.

## 7. Hygiene measures

All members of the universities are called upon to follow the recommendations of the Federal Centre for Health Education for educational institutions and thus protect themselves and others. ([www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-Bildungseinrichtungen-Coronavirus.pdf](http://www.infektionsschutz.de/fileadmin/infektionsschutz.de/Downloads/Merkblatt-Bildungseinrichtungen-Coronavirus.pdf) // only available in German).

## 8. Flexible working time arrangements

From Friday, March 20, 2020, 3 p.m., all employees are requested to stop visiting the university and – as far as possible – to carry out their tasks from home. Telephone or electronic accessibility must be guaranteed. Private IT technology such as laptops etc. must also be used for this purpose.

Please refer to the current guide [Telearbeit](#).

Under the above-mentioned conditions, the individual daily target time will be credited and the remuneration will continue to be paid as before.

The Human Resources Department must be informed via the superior by e-mail to [personal@uni-erfurt.de](mailto:personal@uni-erfurt.de) if leave, flexitime, etc. is requested or a sick note is submitted.

In addition, the following flexibilities apply to employees in flexitime:

- An unlimited number of flexitime days can be taken up if the appropriate time credit is available.
- There will be no capping of the time credit above 36 hours at the end of the quarter on March 31, 2020.

The above provisions do not apply or only apply to a limited extent to administrative employees who are required to maintain the processes necessary for operations. They will be informed by their respective superiors. If possible, teleworking should also be used for these employees. If the presence of these persons is required on campus, employees should not use the time recording terminals during flextime. Only business trips should be booked.

If you have any questions, please contact the Department 2: Human Resources (by telephone 0361/737-5250 or by e-mail: [personal@uni-erfurt.de](mailto:personal@uni-erfurt.de)).

#### **9. Establishment of a contact address**

For all questions about the current situation at the University of Erfurt, the crisis management team has set up an e-mail address: [gesundheit@uni-erfurt.de](mailto:gesundheit@uni-erfurt.de)

#### **10. Attention to the ongoing updating of measures**

The University of Erfurt is constantly updating its plans and measures. It provides information about all changes on its website at: [www.uni-erfurt.de/corona-info](http://www.uni-erfurt.de/corona-info).

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