



Informations on emergency on-site operations - Employees-list

Dear university employees,

As you already know, starting tomorrow, the university will begin the so-called emergency on-site operations as will the other institutions of higher education in the country. This means that the activities and presence on site will be restricted even further in order to reduce the risk of infection. Operations will be restricted as a consequence. Office hours are to be suspended or held over the phone. Appointments and meetings are to be replaced with conference calls or video conferences. Personal contact must be avoided as far as possible because of the risk of infection; communication is to take place by e-mail and telephone.

However, university operations are not to be completely suspended. Today, on Monday, your supervisors will determine who is to be present as part of the emergency on-site operations and who is not. In many cases this has already been arranged together with you. In some organizational areas, home office will be used even more than before, while in other areas, teams will be split up and employed in shifts from week to week.

Regulations regarding the presence of academic staff will be established by the faculties and central institutions. Laboratory operations will be scaled down considerably.

A limited amount of administrative services will be provided in order to keep the buildings operational, make urgent payments, advance time-critical procurements, deal with urgent HR matters and keep the student and examination administration stable.

For those of you who are not working from home anyway, there is also an improvement if you have children under the age of 12 to look after: If all other options have been exhausted and there is no alternative childcare available, you can now be released from work for up to 10 working days for childcare. This decision is made by the respective supervisors.

You can find the request form on the intranet of the University of Potsdam at https://www.intern.uni-potsdam.de/u/dezernat3/formulare/index_15_corona.html.

The corona pandemic has led to an extremely dynamic situation, which means that further adjustments will need to be made continuously. I would therefore like to ask you to keep yourself informed about current developments, measures and regulations at the University regarding corona. All current information and relevant contact persons can be found on the website at: www.uni-potsdam.de/en/presse/press/latest-news/coronavirus.

I thank you for your commitment to the University in these unreal times, which we will surely remember for a long time to come!

Kind regards,

Karsten Gerlof