Dear colleagues,

The Leibniz-HKI Executive Board has adopted the following emergency plan to contain the corona epidemic based on the recommendations of the responsible authorities. For its successful implementation we are dependent on the cooperation of the entire staff of our institute. Only by acting prudently and reasonably and with your support in passing on information about the current situation can we help to ensure that the virus spreads as slow possible.

If a Leibniz-HKI staff member is infected with the novel corona virus SARS-CoV-2, the institute will be closed and the entire staff released. All possibilities to work in the home office during the closure of the institute must be used.

This means in detail: The closure will be announced by the Executive Board via e-mail, info monitors, website and telephone information to the heads of the structural units. Upon notification, all staff members will leave the institute as soon as possible. Please remain calm and rational. Special attention should be paid to these points:

- abort running experiments
- switch off laboratory equipment (except equipment in regular continuous operation such as refrigerators/freezers, vacuum pumps etc.)
- cancel agreed appointments/meetings
- leave the workplace in an orderly manner
- take the documents required for work in the home office with you.

**Business trips**

Business trips planned during the closing time must be cancelled.

**Special cases**

Special regulations apply to the Animal Testing Facility, the Bio Pilot Plant, the National Reference Center and the Incoming Goods Office:

- Current orders of live animals are to be cancelled if possible. The ordering person is responsible for this.
- The proper keeping of existing laboratory animals must be ensured by personnel. Prof. Ilse Jacobsen is responsible.
- Large, already running fermentations and reprocessing processes are to be completed with a mandatory minimum staffing level. Prof. Miriam Rosenbaum is responsible.
- Sample collection and diagnostics at the National Reference Centre for Invasive Fungal Infections will continue with a mandatory minimum staffing level. Prof. Oliver Kurzai is responsible.
- The goods receiving department remains open, accepts incoming shipments and stores them properly. Elke Jäcksch is responsible.
Access to information

As things stand at present, we assume that the institute closure will continue for 14 days. Please inform yourself regularly about new developments. We are dependent on the active participation of all employees in passing on information.

The Executive Board spreads further information

- via the website of the Leibniz-HKI
- by email

Important phone numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>General inquiries about the current status of the institute closure</td>
<td>03641 532 1000</td>
</tr>
<tr>
<td>Building services engineering and laboratory infrastructure</td>
<td>0170 7450490</td>
</tr>
<tr>
<td>IT Access</td>
<td>03641 532 0111</td>
</tr>
<tr>
<td>Incoming goods office</td>
<td>03641 532 1030</td>
</tr>
</tbody>
</table>

General rules of conduct

Please observe the following general rules of conduct during the service leave:

- Avoid contact with other people
- Do not attend public events and reduce your stay in public to the absolutely necessary minimum
- Use times with little public traffic for shopping and other tasks
- If necessary, first contact medical practices by telephone
- Use public transport only when absolutely necessary and when there are no alternatives
- Observe the already announced rules of personal hygiene (washing hands, coughing and sneezing etiquette)

Further information

In general, a level-headed and careful behaviour is important in the current situation.

Therefore, please inform yourself regularly about the current status on the websites of the Leibniz-HKI, the Robert Koch Institute, the Free State of Thuringia and the Federal Foreign Office.