Coronavirus: Jena University operating under emergency conditions from 12:00 noon on Friday, 20 March

Dear faculty, staff and students,

By order of the crisis response team of Friedrich Schiller University of Jena, the University will be operating under emergency conditions from 12:00 noon on Friday, 20 March 2020. The crisis committee will continually assess the situation and adjust the length of the emergency operations accordingly. However, based on the current state of affairs, the order will apply until 19 April 2020 at the earliest.

The following regulations apply during this emergency operations period:

- **Classroom Teaching** on campus will be suspended until the start of lectures in the new semester on 4 May 2020.

- Until at least 19 April there will be no **examinations** at the University of Jena (unless ordered otherwise by the federal state, e.g. state examinations in Medicine or Pharmacy).

- No conferences, workshops or other **public events** will be held. All **committees** have been suspended. All **appointment committees** have been suspended. Essential **work meetings** of small numbers of people are only permitted if participants comply strictly with the hygiene rules of the University of Jena.

- All **employees** of the University of Jena are requested, in consultation with their supervisors, to do their work **from home**. Supervisors are instructed to apply a broad interpretation of home working so that it includes further and professional education courses. This rule applies for all employees. Staff must ensure that they can be contacted from their superior (e.g. through their landline or mobile telephone number). The employees should be ready for a possible call. In case of a call-off, the necessary care of the children must be guaranteed.

- **Telephone redirection** to landline or business mobile can be set up in agreement with the supervisor. Please take account of the relevant instructions before setting up.

- Home working should also be the rule in **research**. Research in university buildings is only permitted if the hygiene rules of the University of Jena are followed.
In exceptional cases, the presence of individuals will be permitted. These are mainly people who maintain the University’s emergency operations in administration and research. They include staff working in the psychotherapeutic outpatient departments, animal care, plant care, the maintenance of cultures, staff maintaining long-term scientific experiments and specialist equipment, technical stuff as well as external service providers.

Consultations (Sprechzeiten) will take place by e-mail, chat or, by arrangement, by telephone, and will be extended throughout working hours.

We are aware that the current situation is a challenge to parents in relation to childcare and that flexible working times are necessary for home working combined with childcare. We hope that the current home working regulation will help to ease the situation.

Buildings will be accessible for employees until further notice. The University Main Building remains open to students through the Schlossgasse entrance, to allow continued validation of the thoska card.

The Thuringian State and University Library is closed, but all digital services are available as usual. Information services will be available by telephone, e-mail and chat. You can find further information on the ThULB homepage.

The canteens and cafeterias of the University of Jena run by the student services organisation remain closed. You can find further information on the student services organisation websites. The cafeteria on the Beutenberg Campus will also remain closed.

These provisions must be strictly observed for reasons of health protection. Please check the current situation and any changes to these emergency conditions on a daily basis on the website [www.uni-jena.de/en/FAQ_Coronavirus_EN](http://www.uni-jena.de/en/FAQ_Coronavirus_EN). If you have any questions, please approach the contact persons listed on the website.

Thank you for your understanding and support.

Kind regards,

Walter Rosenthal

President of Friedrich Schiller University, Jena
Head of the Crisis Response Team of the University of Jena

*The English translation is for your information. Only the German version is the legally binding document.*