Dear colleagues,

The current federal and municipal measures to reduce the risk of infection have drastic effects on the operation of the Leibniz-HKI. Only consistent avoidance of personal contact ("social distancing") can protect our health system from overloading and you personally from illness.

Against this background, the Leibniz-HKI Executive Board orders that the regular institute operation with on-site presence will be suspended for the time being from Friday, 20.03.2020, 6:00 pm and that all employees will start working from home.

The department and group leaders have appointed persons who will maintain all essential services and functions at the institute. This concerns among others

- Goods receiving department
- Facility management and laboratory infrastructure
- Animal and fermentation facilities
- National Reference Centre for Invasive Fungal Infections

The following telephone numbers remain active:

- General inquiries: ..............................................................03641 532 1000
- Personnel office: ..............................................................03641 532 1018
- Facility management and laboratory infrastructure:........0170 7450490
- IT access: .................................................................03641 532 0111
- Goods receiving office:..................................................03641 532 1030

Ordering goods is no longer possible with immediate effect. Goods arriving after 23.03.2020 will be stored in the goods receiving department.

Please also note:

- Business trips are currently not approved.
- Holiday trips to the risk areas defined by the city of Jena are not approved.
- All teaching activities are completely suspended until further notice.
- All events at Leibniz-HKI are cancelled until further notice.

The situation will be constantly reassessed by the Executive Board and the duration of the emergency operation will be adjusted to the situation. As things stand today, the order is expected to remain in effect until 19 April 2020, so please check our website www.leibniz-hki.de regularly and also notify each other of the current status.
Please note the following practical information

- Configure a call diversion to 0110 on your telephone, where an automatic announcement is made.
- Add a note to your mail signature, e.g:
  
  
  Due to the SARS-CoV-2 pandemic I am currently only available to a very limited extent. There may be delays in answering e-mails. Please inform yourself on www.leibniz-hki.de about the current situation.

- Stop any ongoing experiments and leave your workplace clean and tidy.
- Shut down your computers.
- Check your webmail access regularly at https://webmail.hki-jena.de
- Use the time in your home office to complete paperwork and organize your professional activities after normal operations resume.

For work from home

- Regulations for occupational safety and accident prevention must be observed.
- Availability for the head of the respective structural unit during normal working hours must be guaranteed.
- Anyone who needs a day off to deal with personal matters must take leave. This leave must be entered into ZEUS after returning to the workplace.
- Notification sickness is to be made to the personnel office even during the period of emergency operation; sick notes are to be submitted to the personnel office as soon as possible.

Please inform the personnel office immediately if an infection with SARS-CoV-2 is detected in you or a direct contact person.

We also ask you for social cohesion, despite "social distancing". We can only master a challenge like this together. Please show consideration for each other and support those who need help.