



To the employees of the Leibniz-HKI

Prof. Dr. Axel Brakhage
Elke Jäcksch
www.leibniz-hki.de
Jena, 2020-04-15

Return to normal operation at Leibniz-HKI

Dear employees of the Leibniz-HKI,
Dear colleagues,

The past weeks of emergency operation have been a new and challenging situation for all of us. Thank you all very much for supporting the measures and thus helping to contain the spread of the virus. Many colleagues have worked with great personal commitment to ensure that the institute's infrastructure functions smoothly. For this, too, we would like to thank all those involved.

Consistent adherence to the measures ordered by the Federal Government has meanwhile led to a certain easing of the situation, which provides grounds for cautious optimism. At the same time, we see the need to return to regular laboratory operations step by step and with the necessary precautions. Above all, we want to give our young scientists the opportunity to resume urgently needed experimental work.

In a virtual conference, all department and group leaders discussed with the Executive Board how to organize the return to normal operation. As a result, the heads of the structural units will decide on their own how to organize the processes in the laboratories and the offices in the coming weeks. In this way, the specific situation in each structural unit can best be taken into account, especially with regard to the respective personnel situation, laboratory and office layouts and the need for experimental work. The following rules apply:

- The resumption of laboratory and administrative operations will start on Monday, 20 April 2020.
- Persons with symptoms of illness such as elevated body temperature (above 37.5°C), dry cough, breathing problems/short breath, lung pain are not allowed to enter the Leibniz-HKI. These individuals are obliged to contact the fever clinic of the city of Jena under 03641 49 33 33 immediately. Similarly, individuals with general cold symptoms are not permitted to enter the Leibniz-HKI.
- The disinfectant dispensers set up in the entrance areas of the buildings are to be used for hand disinfection.

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- When planning the occupancy of the structural units, care is taken to ensure maximum temporal and spatial separation. Working shifts can be set up if required.
- When planning the occupancy of the structural units, the heads of the structural units ensure that at least 20 m² per person is available in the room and that a minimum distance of 1.5 m can be kept.
- Tasks that can be performed in the home office should preferably be performed there and not in the office at the HKI in consultation with the department/group leader in order to reduce the number of people present.
- The Executive Board recommends wearing a mouth and nose protection while working at Leibniz-HKI. Wearing a mouth and nose protection is mandatory when using public transport and when staying in closed rooms with at least one other person if the minimum distance of 1.5 m cannot be permanently ensured or if less than 20 m² per person is available.
- The Institute has ordered larger quantities of mouth and nose protection from various providers, but delivery will be delayed. We may be able to provide all staff with 2-3 washable face masks towards the end of next week. In accordance with the decrees of the city of Jena, we ask that this delivery time be bridged with masks produced by ourselves.
- As mouth-nose protection, any protection is recognized which, due to its nature, is suitable to reduce the spread of transferable droplet particles through coughing, sneezing, talking and breathing, regardless of any labeling or certification. For this purpose, masks made of cotton and scarves, shawls and buffs made of cotton are sufficient.
- Occupational health and safety requires that at least one other person be informed about entering, the expected duration of stay and leaving the institute. This can be done by
 - direct consultation with a person present at the institute at the same time,
 - Entry in a shift book and/or an electronic calendar (e.g. Groupwise, Google), as determined by the head of the structural unit. The recording also serves to identify contact persons in case of infection.
 - Call or electronic notification (e.g. SMS, Whatsapp) of another person employed at Leibniz-HKI.
- The staff of the Bio Pilot Plant provides disinfectant and announces collection times. Each structural unit designates at least 2 persons who are responsible for the collection of the disinfectants.
- Several times a day all door handles and all surfaces in jointly used rooms – especially the kitchens – are to be disinfected.
- The use of the kitchens must be reduced to the absolute minimum necessary. In the case of personal contact, strict attention must be paid to the rules of distance. Disinfectants must be kept available in the kitchens. Exemplary cleanliness and disinfection of jointly used equipment (e.g. coffee machines) must be ensured.

We will keep you informed continuously about the modification or repeal of existing measures and the introduction of further measures. Please also inform yourself independently on the relevant websites of the Federal Government, the Free State of Thuringia and the City of Jena about the current situation.

We look forward to seeing you soon and in good health.

Sincerely,


Axel Brakhage


Elke Jäcksch