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Your reference:

Your correspondence dated:

Our reference: K / 08

Date: 24.03.2020

Closure of University Buildings

Dear colleagues,

Yesterday, the president informed you that the university will enter into emergency operation mode, which will initially apply until April 19, 2020. We view this as an opportunity to further restrict personal contact on campus. Our joint aim is to contribute to the reduction of the number of people infected.

I would have not taken this step if there were an alternative. However, there is not one and we must now try to make sure that the university can fully operate under restricted circumstances as best as is possible.

Time Schedule for Closures

All buildings will be closed by the end of the week. The closures will happen in accordance with this strict schedule:

Wednesday March 25, 2020

Closure of the buildings that are **mainly** used by faculty 2, faculty 5, faculty 6, faculty 7, and MARUM, therefore:

NW 2, UFT, Geo I and II, all MARUM buildings, FVG, GW 1, WiWi 1 and 2

Thursday March 26, 2020

Closure of the buildings that are **mainly** used by faculty 3, faculty 8, faculty 10, faculty 11, faculty 12, and the central administration, therefore:

MZH, Cartesium, buildings on Grazer Straße, Cognium, GW 2, SFG, VWG, the Maintenance Depot (Betriebshof), and the Power Supply Center (Energiezentrale)

Friday March 27, 2020

Closure of central campus buildings and the buildings that are **mainly** used by faculty 9 and faculty 4, therefore:

Sports Tower (Sportturm), FZ building, IW building, AIB, ZARM

The stated closure dates naturally also apply to the organizational units that have not been explicitly named.

Access to Buildings

The buildings will be locked and staff required for service operation (see below) will only be able to access them via one entryway. The emergency exits will remain operational.

It is necessary that you, as superiors, send a list of the staff required for service operation so that they can access the buildings. Please fill out the attached form and send it to corona-schutz@uni-bremen.de as quickly as possible. Only the people named in this manner will have access to the buildings after closure.

You will also find a second tale attached. Please fill in your contact details so that we can get in touch with you if we have questions.

The security staff in each of the buildings will receive these lists. The staff required for service operation will gain access upon presenting proof of identity with a photo.

We are planning to allow access between 8 a.m. and 4 p.m. In light of the large amount of university buildings, it may not be possible to ensure that each building is accessible on each working day. We will get in touch with you regarding this in a timely manner.

Colleagues banned from coming onto campus due to potentially having Covid-19, will not have access to the buildings.

Rented Buildings

It is probable that individual stories of buildings that the university rents for use will be closed. Unfortunately, I am unable to provide you with any information on this today. We are planning to clarify this as soon as possible.

However, I do ask that the groups to which this applies please fill out the attached lists as a precautionary measure.

Staff Required for Service Operation

This encompasses people who are involved in the work processes that ensure the operability of the university. As research and face-to-face classes are no longer taking place at the university in accordance with the regulations set by the state, such tasks do not deem staff as being required for service operation.

Above all, it is necessary that the access rights be given to staff who work in the fields of student and staff administration and finance and who cannot complete their tasks – either partially or fully – at home.

All deans will be granted access rights to all of the buildings used by their faculties.

Working areas such as Facility Management and Central IT, which are active in many buildings, will be granted general access rights.

Emergency Contact details

Regardless of all our planning, it may be the case that we have to contact someone urgently regarding a building. The faculty deans and the directors of SOCIUM and MARUM are our first contact persons in such cases. I therefore ask that you provide us with your contact details (mobile phone number). Please send the details to sekrkanz@uni-bremen.de.

Accepting Packages

I assume that goods will still be delivered to the individual buildings during the closure, if the delivery staff receive the required information.

After having spoken to occupational health and safety and the company physicians, it is still allowed to accept packages as long as the usual hygiene standards are adhered to. Here are some tips:

- Set up a place which will allow contact-free delivery of the package by the delivery staff (separate table, sideboard)

- Keep a safe distance (2 meters) between yourself and the delivery staff (you can make this clear by using **hand signals**)
- Only use your own pen to sign
- There is the **option** of using your own disposable gloves to accept packages. However, please consider that this does not replace the adherence to hygiene regulations and that you should still avoid touching your face with the gloves. Please restrict the use of disposable gloves and dispose of them after use.
- Instead of regularly washing your hands you **may** use your own hand disinfection agent, especially when there is no opportunity for you to wash your hands.

The adherence to hygiene regulations is the highest **priority: Wash your hand regularly and thoroughly, keep them away from your face, and keep a distance of at least 1.5 to 2 meters.**

- It is recommended that you speak with the delivery staff about the measures prior to delivery of urgent and large goods.

Entry to Buildings

We have, unfortunately, determined in one case that the general hygiene regulations (e.g. keeping a distance of at least 1.5 to 2 meters) have not been adhered to upon entering a building. Please bear this in mind and improve this situation by discussing this within your working groups and then entering the buildings at different times.

The security staff will also make sure that the distance regulations are being adhered to. Entry to the buildings will be granted in an individual and successive manner.

It is strictly prohibited that colleagues, who have access authorization for a building, provide other staff members, who are not required for service operation, with access.

Cleaning of Buildings

Even if the buildings will not be in use in the coming weeks, cleaning will take place as usual until the end of the week.

Current Construction and Repairs

Administrative Department 4 intends to realize all planned measures. I therefore ask that you to make sure that the contact persons in these areas are able to be contacted by email and phone.

In connection with the closure of the buildings, I have received enquiries as to whether the obligation to work no longer needs to be fulfilled. This is not the case. Every person is still required to complete their tasks to the best of their ability in this situation. This does not apply if you have leave, are ill etc.

I would like to thank you all for your support and wish you good health for the coming weeks.

Kind regards,

Signed Martin Mehrtens

