

JOHANNES GUTENBERG-UNIVERSITÄT MAINZ - 55099 Mainz

Der Präsident  
Univ.-Prof. Dr. Georg Krausch

Die Kanzlerin  
Dr. Waltraud Kreutz-Gers

Johannes Gutenberg-Universität Mainz  
Forum Universitatis 2  
Saarstraße 21  
55128 Mainz

Tel. +49 6131 39-22201/22202  
Fax +49 6131 39-20133

kanzlerin@uni-mainz.de

www.uni-mainz.de

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Dear colleagues,

First, we would like to thank you for your extremely helpful cooperation during the last few days. We have received thoughtful and detailed answers from our facilities and institutions and are therefore now able to start transitioning into emergency operation mode ("Notbetrieb") at JGU. With this letter, we would like to inform you of the relevant regulations.

The German federal government, the Rhineland-Palatinate state government, the Robert Koch Institute and the German National Academy of Sciences Leopoldina strongly recommend a Germany-wide, temporary shutdown. We have therefore decided to reduce operations at JGU to a minimum for the time being in order to break the chain of infection and slow down the exponential development of infections.

For this reason, starting on March 24, 2020, JGU will be in emergency operation mode and closed to the public until further notice.

In detail, this means:

1. All JGU buildings (both centrally and decentrally managed) on the JGU campus as well as its outside facilities are closed. Teaching and research will be stopped for the time of the emergency operations mode. This does not apply to Faculty 04, which is subject to the University Medical Center's own regulations, as medical research and teaching is currently particularly important in the context of patient care. The shutdown also does not apply to the research and applications at JGU connected to patient care. Moreover, the infrastructure necessary for the research at JGU must be maintained in a way that ensures its operability. This is to be approved by University Management.
2. The Technics Department will provide standby services to safeguard the technical operation of all JGU buildings. The technical infrastructure (electricity, cold supply, heating, compressed air, steam, ventilation) will continue to be in operation. The ventilation systems in non-laboratory buildings as well as the elevator systems in vacant buildings are being switched off. Urgent disturbances can be reported to Client Services as usual.
3. Most construction activities on campus have already come to a halt. Construction companies still able to carry out their work should continue to have access to the campus. The Real Estate and

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Technics Departments will inform the dean's offices about ongoing construction activities. Some of the construction activities are taking place in closed buildings. It is therefore exceedingly important to identify contact persons on site responsible for opening and closing the respective buildings and rooms. Please report the names of the contact persons to the Technics and Real Estate Departments.

4. We will continue to staff the gate and security services with our own and external security personnel. Other central services, especially traffic management, key management and cleaning services will be provided as needed. Facility management for the centrally managed areas will also be provided. The faculties and art schools with their own facility management are asked to maintain this service and to report the names of the persons in charge to Central Services ([zentrale-dienste@uni-mainz.de](mailto:zentrale-dienste@uni-mainz.de)).
5. The post office will only maintain a standby service. We therefore ask the faculties to pick up their mail regularly, individual arrangements can be made with the post office. The mail for JGU's outside facilities will be delivered once a day.
6. The Finance Department and the Landeshochschulkasse are able to ensure the placement of orders and the payment of invoices. Please make sure to check invoices and authorize payments quickly so you do not negatively influence our suppliers' economic situation, which is already precarious due to the pandemic.

The current situation is new and difficult for all of us. Not only do we have to change our work routine and task priorities, we are also worried about our own health and the health of our families and friends. Moreover, we desire to show solidarity and adapt our behavior to the current crisis. We would like to thank you for the highly professional work attitude and commitment you have shown during the last days and announce the following measures:

1. Employees whose presence on the campus or its outside facilities is necessary in order to maintain the emergency operation mode (according to the faculties' dean's offices, the rectors of the art schools, the directors of the central institutions and the central administrations departments) will receive an employer statement from their supervisor, which might be required in case of a ban on going out. A form can be found on the Human Resources website (<https://www.verwaltung.personal.uni-mainz.de/arbeitsrechtliche-aspekte/>). Please make sure to lock the outside doors once you have entered university buildings.
2. All employees whose presence is not required on campus according to their supervisors will work from home. Please make sure you can be reached per phone and e-mail. Our history of extensive telework is helpful in this situation. Furthermore, over the past few days, we created home office regulations and, in collaboration with the ZDV, can now allow as many employees as possible to work from home. Regarding the necessary taking home of documents, the same obligation to exercise diligence exists as it does in the office.
3. We ask those employees whose particular work does not allow them to work in home office to be on call, use up their accrued overtime, or use the time for further vocational training. Once standard operations are taken up again at JGU, you will be sorely needed.
4. Notwithstanding the above, all employees are required to stay informed of the regulations necessary for JGU operations and their duration on the JGU homepage (Human Resources).

These are extraordinary measures in a situation out of the ordinary for all of us. None of it has been tried and tested and it is possible we will have to change some of the rules or add new regulations in the

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coming days and weeks. You can find current information on JGU's central homepage, which is continuously updated. We continue to count on your understanding and your responsible cooperation. We look forward to taking up standard operations at JGU again with you as soon as possible.

Univ.Prof. Dr. Georg Krausch

Präsident

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Kanzlerin