



SITUATION REPORT FRIDAY, 20 MARCH 2020

I. SITUATION IN FIGURES

Currently, there is no known case of proven infection among the University's 13,000 staff members.

II. DEVELOPMENTS

The University's crisis management team convenes daily in a telephone conference call to assess the current situation and develop measures. The results of these talks are publicized in the form of instructions to University staff or in circulars to all University members. All developments are also publicized on our FAQ page at uni-hamburg.de/corona-faq.

For the time being, the Department of Research Management and Funding and the Department of Human Resources will continue operations as usual. Since some staff members are also working from home and fielding various questions about the current situation, we kindly ask you to submit queries about non-urgent matters to the above departments later.

III. ON CAMPUS

As many facilities on campus are now closed (e.g., student cafeterias and the State and University Library Carl von Ossietzky), the campus is becoming increasingly deserted, which is a good way to minimize the potential for infection.

At short notice, the University locksmith's shop has produced 33 standing dispensers for hand disinfectant and these have been installed around campus. Thank you!

IV. DID YOU KNOW ...

According to the magazine [SPIEGEL](#), there is currently no known case of an infection with the new coronavirus from contact with a surface (train door buttons, railings, smartphones). The [Süddeutsche Zeitung](#) reports that smartphones, in particular, have wrongly earned the reputation of being germ-ridden. On one point, however, there is universal agreement: stringent hand hygiene is currently the best way to prevent infection! See [Infektionsschutz.de](https://www.infektionsschutz.de) for tips on the best way to ensure proper hand hygiene:

1. Hold your hands under running water (adjust the temperature for comfort).
2. Cover your hands in soap (including the back of your hands, between your fingers, and fingernails).
3. Rub your hands with soap for 20–30 seconds.
4. Thoroughly rinse your hands with running water and, if possible, use your elbow to turn on/off the faucet.
5. Thoroughly dry your hands, including between your fingers. It is best to use a disposable (paper) towel or, if you are at home, your own personal towel.

V. FROM THE UNIVERSITY ADMINISTRATION

Today: Department of Human Resources

In the current situation, HR is focusing on ensuring continued employment and recruitment despite the well-known limitations. This means that only a limited range of services remains available.

Currently, these services are being offered:

- 1) ensuring and answering questions about salary payments
- 2) continued employment, transfers, recruitment/appointments (including job ad waivers). We kindly ask you to submit paperless applications; no signatures are required. Instead, you must acquire approval by email. Submit the relevant email to the competent HR member along with the application. Please also note that contracts are being handled by mail only. You may need to allow for more time.
- 3) inability to work: effective immediately, you can notify the University about your inability to work electronically only, using [this form](#). Notify us about your inability to work on a day-by-day basis.
- 4) applications for exemption when hiring, new job ads, associated position evaluations
- 5) salary level categorizations
- 6) parental leave / statutory maternity leave
- 7) overtime required to ensure continued operations
- 8) special leave applications to support existential public services in connection with the coronavirus
- 9) individual case review of notes, certificates, documents of proof (legal duty to cooperate)
- 10) You still need to notify us, preferably in digital form, of any additional gainful work you undertake. We are deferring all services not mentioned here.

STAY HEALTHY!

University Administration