Instructions (No. 4) from the President

See the instructions of 13 March 2020 (including the updated version of 14 March 2020) for matters not addressed in the following instructions.

Last updated 25 March 2020

In the wake of the continued spread of COVID-19 and the rising infection rate in Hamburg, the Executive University Board has enacted the following rules, which serve as instructions:

1. Entering Universität Hamburg buildings

The University’s buildings have now been closed to the public. University members may still enter the buildings. However, they may use the main entrances only, using either their own transponders or with the aid of the building custodial staff. All emergency exits are still to be treated as emergency exits.

For safety purposes in case of an emergency evacuation, we need to document who is working in which area of the building. Therefore, University employees are required to sign in and out of the building using the list provided.

This list will be used to record the movements of people in a given building only; it will not be used to check whether employees are in the office for work-related matters.

2. Halting of research activities at Universität Hamburg

All experimental and, in particular, laboratory-based research at Universität Hamburg are to cease at the end of office hours on Thursday, 26 March 2020. This includes all research activities that require any form of in-person contact, such as face-to-face interviews or empirical, social scientific, psychological, or any other type of research-based study of individuals.

Research into the novel coronavirus is excluded from these regulations.

All experiments, trials, and laboratory operations are to cease by the end of office hours on Thursday, 26 March 2020 in full observance of all required safety measures.

Where applicable, the Department of Research Management and Funding will notify external funding providers that research has temporarily ceased and, if necessary, inform them of the consequences of any required extension to the project duration. Project managers will be notified as soon as possible about the necessity of any further communication with external funders.

Any experiments or long-term trials that cannot be halted ad hoc must be ceased in an orderly manner. This also applies to the safe handling of scientific devices and equipment. All laboratories must be closed in a manner that ensures any remaining equipment and materials are stored safely—this means
• hazardous substances (in particular, inflammable liquids) are stored in appropriate safety cabinets
• containers holding hazardous substances are sealed
• fume hoods and workbenches are cleared
• all waste has been disposed of
• electronic equipment—unless used in continuous operation—is disconnected from the network and heaters are turned off
• genetic engineering facilities, safety labs, laser labs, and isotope labs are secured against unauthorized entry
• faculty or department staff monitor the laboratories at regular intervals
• the departments ensure that any plants and animals used for laboratory experiments are cared for appropriately
• the vitality of microorganisms, cell cultures, and algae is safeguarded.

The procurement of hazardous substances and other laboratory supplies is to cease until further notice.

3. Validity of instructions

These as well as past instructions remain valid as long as the president has not explicitly withdrawn or invalidated them. The president’s instructions apply to all employees of Universität Hamburg and must be implemented without deviation and in compliance with the law.

Hamburg, 25 March 2020

Univ.-Prof. Dr. Dr. h.c. Dieter Lenzen