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Circular No. 1

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**Home Office**

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Dear colleagues and members of staff,

2020 now lies behind us, a difficult year. By the look of it, the New Year will be hardly less challenging.

The university is not closed and in all areas of activity we are performing our respective duties. Teaching will be in digital form until the end of the winter semester. Examinations and very few classes are taking place on campus, with special permission. It is not yet clear whether we will be able to gradually return to regular operations as early as in the summer semester.

Research activities are proceeding as usual and must go ahead smoothly. Infrastructure units have to be kept up-and-running, and the central and decentralised administrative units and service facilities must also continue to guarantee the maintenance of digital teaching, research and transfer. Many functions and activities therefore still require on-campus presence. That is why, for the safety of us all, we devised the hygiene rules you are familiar with and drew up explicit risk assessments regarding the coronavirus for all areas of the university.

Nevertheless, there are still areas of work that can also be carried out efficiently from home, and this is already happening. For that reason, we notified the responsible executive staff, already on 18 December 2020, that the instrument of working from home is to be used intensively in order to reduce contacts to what is absolutely necessary and to avoid infections.

In view of the new Corona Ordinance and the critical pandemic situation, the Rectorate has come to an understanding that we should urge you again, in this letter, to allow models of work from a home office as extensively as possible, as long as this does not pose a risk to keeping up university activities.

You are kindly asked, in confidential and constructive conversations between staff and heads of institutes/facilities, to make arrangements for home office work where it has not been used to date, and as far as it does not detract from the essential maintenance of university operations. Bear in mind that, as well, there may certainly be solutions by which staff members alternate working on campus and from home.

For now, please continue to use this instrument up until 31 March 2021. Questions and suggestions can, as usual, be addressed to the Corona Service Portal

phone.: +49 6221-54-19191

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Yours sincerely and stay healthy,



Dr. Holger Schroeter