



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

To the
Deans and Heads of Central Research
Institutions and Service Facilities

Heidelberg, 24 April 2020

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Dear Deans and dear Heads of Central Research Institutions and Service Facilities,

In order to come up with an appropriate, joint response to the challenges connected with the corona pandemic, the Rectorate has decided, in coordination with the Staff Council, that a special “corona risk assessment” must be drawn up in the areas in which university operations are to be gradually resumed. It is part of our orientation on current on-campus operations, which covers three complexes:

1. Hygiene policy of the university
2. Corona risk assessment
3. Aid to setting up safe workplaces

You can find all documents and forms on the Occupational Safety webpage:

www.uni-heidelberg.de/arbeitssicherheit-corona

The risk assessment must be drawn up by 4 May 2020 for all three areas of university action – research, study and teaching, and likewise for services/administration. It comprises ten important questions that have been drafted in cooperation with the university’s Occupational Safety Department and the Biological Safety Unit. This corona risk assessment will form the basis for safe work in the respective areas of the university. Furthermore, it will lay the foundations for introducing further steps relating to the hygiene policy of Heidelberg University and the “Aid to setting up safe workplaces”.

The documents to be created will remain in your facilities and must be kept to hand. The measures concerning occupational safety and hygiene will be implemented either in a decentralised way or coordinated centrally with the Occupational Safety Department or the administration in the usual way, or via the Corona Service Portal

service.corona@uni-heidelberg.de

A central webpage is being designed for procurement of the safety products that have proved necessary through the risk assessment. When placing an order, please attach confirmation by the head of the responsible facility stating that the procurement is based on a risk assessment that has been carried out.

Suggestions about the procedures that are now being launched are very welcome. You can send them either to me personally or via the Corona Service Portal. Thank you for your understanding and your support in implementing the steps described.

Warm greetings and stay healthy!

A handwritten signature in black ink, appearing to read 'H. Schroeter', with a horizontal line to its left.

Dr Holger Schroeter
Kanzler