Dear Sir or Madam

As a precautionary measure, we decided to start the “Notbetrieb” (standby operations) at the University of Konstanz as of 16 March 2020, 18:00.

We will continue to operate the technical facilities. In case there are no disturbances and external supplies are available, the following regulations apply.

The regulations do, for now, not apply to building KH and T.

In order to ensure emergency operations that minimize damage to persons, equipment, buildings and the environment, the following was decided:

1. Access to the university
2. Standby services
3. Drinking water supply
4. Cooling water supply
5. Interruption in the power supply/emergency power supply
6. Heating
7. Lighting / electrical devices
8. Ventilation
9. Liquid nitrogen
10. External lighting
11. Night laboratories in Building L
12. Freezers

16 March 2020
1. **Access to the university**

The university is generally closed during the “Notbetrieb” (standby operations). Staff members who need access to the university for operational reasons can enter at the i-Point. They have to register there via the intercom. At the i-Point, their data will be recorded and entered into a list, including the information when they plan to leave the building. When leaving, the staff members have to sign off via the intercom. Please do not enter the i-Point. Communicate only via the intercom, if possible. 30 minutes after your planned leaving time, security staff will start looking for anyone who has not left the university premises as planned (personal protection). We recommend taking a mobile phone along, so you can summon help quickly if needed. Please observe all accident prevention regulations. It is not allowed to carry out dangerous work alone in the laboratory areas.

If our security guards/house maintenance team encounter a staff member who cannot present an access permit, these staff members will be detained temporarily. Personal details will be recorded. The on-call duty team from Facility Management decides whether it is necessary to call the police.

The electronic closing mechanism on the external doors is deactivated except for buildings Q and U. Building X5 will be closed entirely.

The departments are requested to present a list as soon as possible, showing which staff members will need access during the closure for operational reasons. The number of staff should be restricted to the absolute minimum. (Please send your list to fm.sekretariat@uni-konstanz.de) and i-Punkt@uni-konstanz.de) Staff members who may need access in case of accidents, alarm signals etc. do not need to sign up as a precaution beforehand.

2. **Standby services**

The Facility Management division is maintaining an expanded standby service which can be called in via the i-Point. The i-Point will be constantly staffed during the whole of the closure period. The staff at the i-Point will also be supported by the members of our house maintenance service and the security company to ensure permanent surveillance of the university premises.

3. **Drinking water supply**

During the “Notbetrieb” (standby operations), the drinking water supply will remain intact.

4. **Cooling water supply**

During the “Notbetrieb” (standby operations), the cooling water supply will remain intact.
Important: Please turn off all cooling systems of large-scale equipment and laboratories that are not absolutely needed! This will save unnecessary costs and reduce the impact on the environment. We would be happy to advise you on this topic.

5. Interruption in the power supply/emergency power supply
No interruption in the power supply is planned.

6. Heating
Heating in buildings A-K, N, R, S, V – Y will be turned off.
Static heating in the other buildings will also be turned off.
Ventilation in the laboratory buildings L, M, P and Z will be reduced to a minimum.
This does not apply to buildings Q, T and U.
Please make sure all windows are properly closed before you leave and set the thermostat valves of the radiators to “three”.

7. Lighting / electrical devices
Some of the lighting in the hallways will be turned off. Lighting in offices, laboratories, stores and other rooms will be switched off by the users themselves.
Please switch off all unnecessary devices, lights, cooling devices etc.
Please turn off, empty and defrost all refrigerators in the kitchenettes. Disconnect them from the electrical outlets as well.

8. Ventilation
The ventilation/air conditioning system will operate at reduced capacity in the natural sciences areas.

9. Liquid nitrogen
During the university closure it will be possible to obtain liquid nitrogen in containers on Mondays and Thursdays from 9:00 to 12:00. Decentralized locations will not receive supplies.

10. External lighting
The external lighting will be switched off from 22:00 to 7:00. During the remaining times, external lighting will be operated, as required, at reduced capacity.

11. Night laboratories in Building L
The night laboratories will be closed. The air extraction systems will be switched off. The users are responsible for clearing the rooms to ensure fire protection and technical safety.

12. Freezers
Replacement devices will be available during the “Notbetrieb” (standby operations), in case freezers break during this period. Their locations are:
-80°C freezers: L519 (2x), L526, ML504
-20°C freezer: L519
Please coordinate your requests via the i-Point.

The university provides information about any changes or an end to the “Notbetrieb” (standby operations) on the website uni.kn/coronavirus as well as via the Newsletter EIN|BLICK.

Kind regards

Tilo Prautzsch