Dear members of staff,
Dear students,

With only a few hours left until we have to switch our university to emergency operations mode, I would once again like to contact you with some updated information and advice.

**Answering Machine:**

The ZIH would like to remind you that during the emergency mode, the office telephones can be directed to a bilingual (German/English) central answering machine. This is a service for you to inform callers about the emergency operations mode during this time.

The exact text of the answering machine message is:

„Sehr geehrte Damen und Herren!

Die Technische Universität Dresden befindet sich wegen der Corona-Pandemie aktuell und bis auf Weiteres im Notbetrieb. Detaillierte Informationen dazu finden Sie auf unserer Homepage tu-dresden.de.

Die telefonische Erreichbarkeit ist durch den Notbetrieb stark eingeschränkt. Bitte richten Sie in dringenden Fällen Ihre Anfrage per E-Mail an Ihre jeweiligen Ansprechpartner.

Wir bitten Sie herzlich um Ihr Verständnis und um Ihre Unterstützung in dieser für uns alle so schwierigen Situation – und bleiben Sie gesund!”

**Dear ladies and gentlemen!**

*Due to the coronavirus pandemic, TU Dresden is currently operating in an emergency mode, until further notice. Detailed information is available on our website tu-dresden.de.*

Our access to the telephone system is severely restricted. In urgent cases, please send your enquiries directly via email to the relevant contact person.

*We hope for your understanding and apologise for any inconvenience this may cause.*

*But most importantly – stay healthy!*
To activate the answering machine message on your office telephone, please redirect it - as per the instruction manual - to the following number (depending on your location):

1) Members of staff with offices on the main campus: 38891
2) Members of staff with offices in Dresden but not on the main campus: (0) 463 38891,
3) Members of staff with offices outside of Dresden: (0) 0351 463 38891.

If you do not have the option of setting up call forwarding yourself, please contact the Service Desk by email (servicedesk@tu-dresden.de). The staff will set up call forwarding for you.

**Leave/Holidays**

Leave that has already been approved before 20\(^{th}\) March 2020 must be taken, even if any trips had to be cancelled. Exceptions to this rule are members of staff designated for emergency operations due to indispensable official matters. This regulation applies for the period of the emergency operations mode at TU Dresden, unless otherwise stipulated by the Free State of Saxony.

**Exemption Permits**

In the event that the Federal Government and/or the Free State of Saxony impose a curfew, exemption permits are currently being prepared as a precautionary measure for the members of staff who have been notified by their supervisors as personnel necessary for safeguarding the emergency operations mode, and who have been registered with the Crisis Management Team via corona@tu-dresden.de.

Exemption permits for the emergency operations mode at TU Dresden are issued exclusively by the Rector for academic staff, and by the Chancellor for non-academic staff. The permits are electronically signed and sent via email to the individual TUD email inboxes.

I would like to once again draw your attention to the homepage [https://tu-dresden.de/corona](https://tu-dresden.de/corona). Up-to-date information is being added continually. You are urged to check our homepage, as well as your TUD mailbox, at least twice a day.

I would like to take this opportunity to cordially thank everyone who has worked tirelessly to ensure that the emergency operations mode can be implemented! Despite all the concerns and worries about the upcoming days and weeks, I, personally, am drawing a lot of strength from witnessing the great motivation and team spirit being brought to this challenge by our large TU Dresden family.

I wish you all courage and strength - but above all – stay healthy.
Best regards

Prof. Dr.-Ing. habil. DEng/Auckland Hans Müller-Steinhagen
Rector
Technische Universität Dresden

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Der Versand dieser E-Mail erfolgte auf Grundlage der für die TU Dresden einschlägigen gesetzlichen und rechtlichen Bestimmungen; hier insbesondere § 18 Abs. 2 Satz 2 der IT-Ordnung der TU Dresden vom 05.01.2016 i.d.j.g.F.

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