



Der Rektor

Dear colleagues,

This email is directed exclusively at **those of you who have been mandated by your supervisor for emergency operations at TU Dresden**. It pertains only to structural units that are not responsible for patient care. For **all other employees**, it is interesting information, but they should **not use** the tool described below **under any circumstances**.

The regulations described below implement the general decree of the Free State of Saxony to contain the corona pandemic. It is in the interest of all citizens that the number of new infections is kept to a minimum, therefore curtailing the further spread of the virus.

All measures are aimed at keeping personal contacts to a minimum and, at the same time, to be able to restart normal university operations as smoothly as possible after the crisis. Furthermore: Those who do not take the advice seriously and are still going outside without a valid reason contribute to the possibility that even tighter restrictions will have to be imposed by the government.

We have currently received about 3,000 nominations of persons via the emergency plans and are in the process of compiling a reliable list taking into account the subsequent registrations/corrections, some of which have been changed several times. It is estimated that a total of around 2,000 persons have been named. This figure is too high and is not compatible with the requirements of the Free State of Saxony.

If a person visits a building for even a short period of time and it turns out that they have now tested positive, the entire building will be closed. Therefore, the number of employees going into the buildings must be reduced to the level that is appropriate at the time and in line with actual needs.

This new process and the tool to be used for this purpose have been set up. You only need to resubmit your previously submitted emergency plans if they do not yet identify the people you want to send on TUD premises. The tool enables us to confirm the truly indispensable members of staff from the large pool of nominated employees, at any given moment.

I, therefore, appeal to all of you: Please use the tool for granting special permits to work on-site at TUD in a responsible and restrictive manner. Make sure that at no time more than two people are in the same room.

What does this tool offer and how should you use it?

The tool enables an automatically generated employer's certificate to be sent to applicants as a pdf file. If an applicant does not have access to a pdf-compatible printer, he/she must discuss the procedure with his/her supervisor. The document automatically generated by the tool can be presented if persons who have critical and indispensable work tasks on TUD premises during the

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Kein Zugang für elektronisch signierte sowie verschlüsselte elektronische Dokumente.

emergency operation are checked by the police on their way to work and have to prove that they are outside for legitimate reasons.

The persons who are absolutely necessary are determined by the respective supervisors.

Therefore, managers must actively approach those persons they send to the workplace within TUD buildings or facilities during emergency operation in order for them to apply for approval using the tool. Employees will be informed via their respective supervisors of the tasks for which they will be deployed and for what length of time.

The respective employee then logs into the tool with his or her usual ZIH login (link at the end of this mail, please read this briefing on the tool first).

On the first screen (DFN) you have to confirm that you belong to Technische Universität Dresden. Then, the ZIH login opens, where you register and confirm in a second window that you are the applicant.

Then, the actual input template of the tool opens.

Important data such as name, email address, telephone number, private address and date of birth must be entered, so that the police can verify your identity using your ID card or passport.

The employee must also enter the structural unit using a selection list already created, as well as the name and email address of the supervisor.

The next step is a clear list of the currently permissible reasons for coming to work. You should tick the case that applies to you.

Then, you have to specify the work location. Only the period for which the certificate is to be valid must be indicated. A maximum of 7 days is possible, but this period should only be used if absolutely necessary. The access permit can be filled in several times by one person for further periods. One should not use the maximum period "as a precautionary measure", since this reduces the credibility of the exemptions issued.

At the end of the template, you only have to tick that you have been asked by your supervisor to apply for this permit. A final cross must be placed to confirm that you belong to the group of people who have already been reported for emergency operation.

What happens after you have submitted the application?

Once all data have been entered and the three crosses have been ticked (1. reasonable grounds, 2. application has been approved by the supervisor, 3. I have been registered for emergency operations via an emergency plan), the employer's certificate for the respective employee is automatically generated and sent to your TUD email address. The indicated supervisor and the Directorate Personnel will receive a copy.

Should there be any other reasonable grounds than those that are predefined, these can be stated in a concrete and concise manner in a user-defined field with a limited but sufficient number of characters. Applications with special grounds will not be approved automatically, but will be assessed by the Directorate Personnel in an accelerated procedure.

Access to the tool for employer's certificates for emergency operations

Members of staff who following this circular mail are asked by their respective supervisors to apply for an employer's certificate for emergency operations can access the tool via:

https://redcap.link/TUD_Notfallzugang

Members of staff who are NOT registered for emergency operations: Please leave this tool to those who need to maintain emergency operations, and do not use this link. Otherwise, you will generate unnecessary extra work for both your supervisors and the administration. It goes without saying that this link must not be passed on to third parties.

Finally, I would like to kindly ask for your understanding for these restrictive measures and regulations. They serve to contain the pandemic and protect the health of each and every one of us.

I thank you very much for your support and your cooperation. Stay healthy!

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