To all members of the Hochschule für Künste Bremen

- via email -

March 23, 2020
UPDATE: Precautionary measures taken by HfK due to the coronavirus outbreak

Dear colleagues and dear students,

in accordance with Senator Dr. Claudia Schilling and as a precautionary measure, the Hochschule für Künste will go into emergency mode until and including April 19, 2020. This will have the following specific consequences:

All members of HfK are barred from both campuses.
- Only operations that qualify as necessary or systematically important, i.e. IT, facility management, finances and all tasks concerning the reception desk, are allowed to be conducted at HfK.
- Tasks that are not necessary or systematically important, i.e. cleaning of offices, general administrative functions etc., are not allowed to be conducted at HfK.

We will limit our operations to key functions and functions which can be done by working remotely from home. Since the authorities have not revoked general work obligations, we will have to operate in a mode that combines both the previous situation (barring the public from accessing HfK, limited in-person work of HfK’s members) and a complete emergency mode in which only vitally critical functions will be maintained.

- Please take today and tomorrow (Monday and Tuesday) to prepare your area of authority for the upcoming closing from Tuesday, March 24, 2020 at 23:59pm onward. This entails, for example, undertakings such as to pick up all work materials, to activate call forwarding and automatic email reply, to empty fridges or to turn off equipment and technical devices.

- The previous directive concerning mobile work remains unaffected, this means that you are obliged to fulfill all tasks which can be done remotely.

Tomorrow, a meeting of all departments will take place, after which I will forward further information regarding teaching and teaching-related matters.

In spite of the closing of HfK, all administrative members can be contacted, albeit with some limitations. Please understand that, due to restrictions, responses to your inquiries may be delayed and administration as well as workshop directors cannot offer usual and all services.
Dezernat 1 Student and Academic Services:
 dezernat1@hfk-bremen.de
 Availability by phone Tuesdays and Thursdays from 10:30am – 12:30pm
 Phone: 0421 9595 -1110 /-1112

Dezernat 2 Finances and Procurement Offices
 finanzen@hfk-bremen.de
 Availability by phone Mondays through Fridays from 10:30am – 12:30pm
 Phone: 0421 9595 -1120

Dezernat 3 Human Resources:
 General matters and issues  d3@hfk-bremen.de
 Inquiries regarding the coronavirus  d3corona@hfk-bremen.de
 Availability by phone Mondays through Fridays from 10:30am – 12:30pm
 Phone: 0421 9595 -1132 /-1133 /-1134

Dezernat 4 Facility Management and Event Services
 dezernat4@hfk-bremen.de
 Availability by daily through the reception desk (0421 9595 1000)

Dezernat 5 Controlling and IT Services
 dezernat5@hfk-bremen.de
 Availability by phone daily 0421 9595 1100 (answering machine)

Press and Public Relations Department
 pressestelle@hfk-bremen.de

International Office
 international-office@hfk-bremen.de

Research and Student/Early Career Support
 k.gollwitzer-oh@hfk-bremen.de

Department administration Art and Design (KuD)
 General department administration KuD
 Availability by phone Wednesdays 10:30am – 12:30pm
 Phone: 0421 9595 -1201 /-1203

 General matters and issues
 imke.bahr@hfk-bremen.de

 Tutors, student assistants, dean’s office, committees
 sburghard@hfk-bremen.de

 Teaching assignments (Lehrauftrag)
 Lehrauftrag-KUD@hfk-bremen.de

 Budget and procurement
 gblanke@hfk-bremen.de

 Quality development in the Art and Design Department
 Astrid.bernek@hfk-bremen.de
Campus-Office KuD:
campus-office-kud@hfk-bremen.de
Phone: 0421 9595 1210

Department administration Music
General department administration Music
  Availability by phone Mondays and Thursdays from 10:30am – 12:30pm
  Phone 0421 9595 1503
  Teaching assignments, student assistants, information regarding teaching loads, hiring searches etc.
  fbv-musik@hfk-bremen.de

Campus-Office Music:
campus-office-musik@hfk-bremen.de

Artistic events offices Music (Künstlerisches Betriebsbüro Musik):
kbb-musik@hfk-bremen.de
  Availability by phone Mondays and Thursdays from 10:30am – 12:30pm
  Phone: 0421 95 95 1507

Room bookings:
raumbuchung-musik@hfk-bremen.de

Contacting workshop directors at the Music Department and Art and Design Department
  All workshop directors can be contacted by sending an email to their regular email addresses.

Please distribute this announcement within your department and inform your colleagues and fellow students.

You will receive all latest information and current developments through your official HfK email account, on the website as well as through the portal. Please ensure that you can be contacted through your official HfK email address.

If you have any inquiries or notifications regarding aforementioned issues, please reach out to the stated contact persons. If you have further questions, please contact: corona@hfk-bremen.de.

I sincerely thank everybody who helps to keep all operations running at HfK during this challenging time.

With kind regards

- digital Version without signature -

Dr. Antje Stephan
Kanzlerin