Dear residents of the guesthouses,

the WWU rectorate has decided to implement home-office work for the administrative staff until …, to contain the spreading of the corona virus. Rest assured that you will remain assisted, but take note of the following information:

* The payment of the rent for your apartment can be carried out via bank transfer, as indicated in your lease contract. If you are not able to do so, please inform us with a short e-mail.
* If you didn´t receive your lease contract in paper yet, we will either provide you with a digital copy or place the original in your mailbox. Same is true for the landlord´s confirmation of your moving into the apartment, the so-called “Wohnungsgeberbestätigung”, which is necessary to register your residence at the “Bürgeramt” in Münster
* The cleaning service of the apartments is suspended for the duration of the home-office directive.
* If repair of essential equipment (such as heating, sanitaries, the water boiler, fridge or stove) is necessary in your apartment, please refer to the emergency number **(+49) 251 83-33333**. From your fixed phones the last 5 digits only.
* Please continue to use the washing machines only in your set time-slot. The overview is visible on the tables in the laundry rooms.
* For updated information on the measures taken by the university regarding the corona virus, check the Intranet webpage <https://sso.uni-muenster.de/de/en/coronavirus-information.html>. For provisions of the City of Münster consult this link <https://www.muenster.de/corona.html> (unfortunately only in German).
* If you feel ill beyond the normal flu symptoms. i.e. have high fever and strong coughing or other health concerns and cannot reach your own medical doctor, you can refer to the UKM hotline **(+49)** **251 83-45512.**

This said, please react with serenity regarding the current situation, as the measures taken by the public authorities are aiming at prevention and containment of COVID-19, which has been very successful so far.