



Universität Heidelberg, Seminarstraße 2, 69117 Heidelberg

To all staff at Heidelberg University

Circular No 12

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Vaccination opportunity for staff members**Dr. Holger Schroeter**

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Dear staff members and colleagues,

I am pleased to be able to inform you that the university can now offer you vaccinations against COVID-19 through the university medical service (BÄD).

Unfortunately the university only has a limited quota of the mRNA-based vaccine BioNTech at its disposal, which will vary from week to week. Starting on 18 June 2021, staff can be inoculated every Friday in the BÄD's INF premises. The vaccine allocated so far can be injected on one day so that additional days will only be offered if the amount is increased.

The number of doses of vaccine actually available will only be known in the prior week. Accordingly, to guarantee that appointments are only made when sufficient vaccine is actually available, they will be arranged close to the time.

Consequently, the opportunity for vaccination through the university medical service is only meant to supplement existing vaccination opportunities by family doctors and central vaccination centres. The vaccination is, naturally, voluntary and free of charge.

Vaccination opportunities

At first, three options will be on offer for the first and second vaccination, with more to follow. Arranging appointments will begin on the Thursday of the respective prior week and will follow the order of requests as they come in.

	Dates for arranging appointments weekly from 9:30	First vaccination at a definite time slot between 9 – 3 pm	Second vaccination
Option 1	10.06.2021	18.06.2021	09.07.2021
Option 2	17.06.2021	25.06.2021	16.07.2021
Option 3	24.06.2021	02.07.2021	23.07.2021

Arranging an appointment

As of the above starting dates, appointments can be arranged **exclusively by sending an email** to impfung.corona@uni-heidelberg.de and including a full statement of the following details:

- **Surname, first name**
- **Date of birth**
- **Email address** by which you can be reached at short notice to arrange the appointment; we strongly advise you to use your university email address
- **Landline or mobile phone number** to reach you easily in case of questions
- **Facility or institute** to which you belong

The appointments available – at the same time of day for both the first and second vaccination – will be communicated to you the next day by email for confirmation of acceptance by the following Monday at 3 pm, also by email. Otherwise the offer will lose its validity and the appointments will pass to the next colleagues on the waiting list. Unfortunately it will not be possible to swap the vaccination days or the time of day on offer. Nor can you book the next vaccination option. Individual time slots for a first or second vaccination are not permitted, either. So please only request and confirm dates that are realistic for you.

Executive staff are asked to pass on this information soon, particularly to those in their facilities/institutes with limited email access. It is possible for requests to be made on behalf of the employees, e.g. through their supervisors or the office staff. However, do ensure that all required details are stated with the application (see above). That is the only way to guarantee that the staff really receive their offers of an appointment and can confirm it within the required period.

The above-mentioned vaccination opportunity applies to all staff of facilities and institutes (including student assistants) at Heidelberg University, including the Medical Faculty Heidelberg. The Mannheim University Hospital medical service will inform staff of the Medical Faculty Mannheim separately of their vaccination opportunities.

Further information, e.g. about the documents to take to the first vaccination, will be sent you along with the possible appointments. Already we can point to the need for prior registration before the first vaccination on the website of the State of Baden-Württemberg (www.impfen-bw.de). It is also necessary to show evidence of your staff status at the first vaccination (e.g. your service card). In addition, a [central website](#) is being prepared on the organisational procedure of COVID-19 vaccinations for staff, which will be available to you at the latest in the middle of next week. Further helpful links and Information have been posted on the website of the [university medical service](#).

If you have **organisational queries** about the COVID-19 vaccinations through the university medical service, contact the central coordination team on 06221-54-19190.

If you have **medical issues** please consult your family doctor. For questions about BioNTech there is information on the website of [Robert Koch Institute](#).

Our Coronavirus Service Portal Corona continues to be available to you for all other concerns around the whole topic of COVID-19:

Tel: 06221-54-19191

Email: service.corona@uni-heidelberg.de

Kind regards and stay healthy!



Dr. Holger Schroeter
Kanzler