



RECOMMENDED ACTION IN CASE OF INFECTION OR SUSPECTED INFECTION WITH COVID-19 FOR UNIVERSITY EMPLOYEES

The central team for reporting COVID-19 can be reached at:

Phone 06221 54-19192

E-Mail meldung.corona@uni-heidelberg.de

RECOMMENDED ACTION Recommended action in one of the named situations (symptoms, positive test, contact person C1, C2).	SYMPTOMS I have these symptoms dry cough, high temperature, disorder of sense of taste or smell.	TEST I have tested positive	CONTACT PERSON Assistance for preliminary self-assessment The public health authority will make the final classification.	
			I am a contact person in Category 1 (C1).	I am a contact person in Category 2 (C2).
No entry I am not allowed to enter university buildings or attend on-campus events at the university. To return, however, I do not need to present a negative test result.	X if symptom-free, I will not work on campus - to be on the safe side	X until the end of quarantine	X for 14 days from the last contact, otherwise until the end of quarantine	
Inform supervisor I will inform my supervisor.	X	X	X	Voluntary: discussion of further ways of minimising contacts with supervisor
Inform the public health authority I will inform my doctor/the public health authority.		X		If symptoms develop: consult a doctor promptly to clarify the situation.
Sequence of contacts I will give as much information as possible about my work-related whereabouts and sequence of contacts in the infectious period to the public health authority or my supervisor, in order to support the assessment of the infection risk for those around me.		X		
Inform Coronavirus Team I myself or my superior will inform the university's central Coronavirus Team (see above for contact details).		X		
Reporting sick As usual, I will immediately report my illness to my supervisor. If after three calendar days I am still unable to work (for civil servants, after one week), I will submit a sick notice to my supervisor for forwarding to the central HR administration, or more quickly if shorter deadlines apply in individual cases.	A medical consultation is recommended; in case of suspicion a test is generally conducted and then self-isolation at home is ordered until the results are available.	X		
Quarantine notice I will submit my quarantine notice (generally issued by the public health authority) and, should it not contain any clear time limit, my confirmation of discharge from quarantine by the public health authority (e.g. by email). This will go to my supervisor for forwarding to the central HR administration.		X	X	