



# RECOMMENDED ACTION IN CASE OF INFECTION OR SUSPECTED INFECTION WITH COVID-19 FOR SUPERVISORS AND EXECUTIVE STAFF AT THE UNIVERSITY

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

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RECOMMENDED ACTION Recommended action in one of the named situations (symptoms, positive test, contact person C1, C2).	SYMPTOMS A staff member has symptoms dry cough, high temperature, disorder of the sense of taste or smell.	TEST A staff member has tested positive.	CONTACT PERSON <a href="#">Assistance for preliminary self-assessment</a> The public health authority will make the final classification.	
			A staff member is a contact person in category 1 (C1).	A staff member is a contact person in category 2 (C2).
<b>No entry</b> The staff member is not allowed to enter university buildings or attend on-campus university events. To return, however, it is not necessary to present a negative test result.	<b>X</b> until symptom-free and, if in doubt, the staff member must not work on campus	<b>X</b> until the end of quarantine	<b>X</b> until the end of quarantine	Proposal to staff member: discussion of further ways of minimising contact
<b>Inform the Coronavirus Team</b> I will inform the university's central Coronavirus Team (see above for contact details). A regular partner advises and supports me in deciding on further procedure, on assessing the infection risk and on internal communication.		<b>X</b>		
<b>Information for the public health authority</b> Should the public health authority request information on contacts, premises, events and classes, etc., I will compile it in electronic form, as appropriate in consultation with the head of the institute/facility, and give it to the university's central Coronavirus Team for forwarding to the public health authority by a secure means ensuring data protection.		<b>X</b>		
<b>Data from compiling contact details</b> Should the information requested by the public health authority also affect data from the electronic collection of contact details, I will forward details on the classrooms and timeframes to the university's central Coronavirus Team. Together with the University Computing Centre, the latter will compile the data and transmit it to the public health authority by a secure means ensuring data protection.		<b>X</b>		
<b>Self-assessment of the infection risk</b> As long as the public health authority does not undertake this itself, I will support the colleagues closest to the affected staff member in assessing their own risk of infection and will, as appropriate, inform a		<b>X</b> as appropriate, information to C2; C1 persons are generally informed directly by the public health authority		

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broader group (of potential C2 contacts). This will ideally take place orally, e.g. via video conference tools, or in writing (e.g. by email), if possible not mentioning the name of the relevant person. A form is available for communication with C2 contacts via the central Coronavirus Team. The team members will offer support and, as appropriate, take on the relevant communication.				
<b>Contact with staff member</b> I will remain in contact with the staff member concerned by email or telephone in order to deal with any questions about arranging a home office and other organisational matters.	X	X	X	
<b>Cleaning</b> I will have the workplace of the affected staff member cleaned and/or disinfected.		X	X as appropriate	
<b>Reporting sick</b> As usual, the staff member will immediately report their illness. If after three calendar days they are still unable to work (for civil servants, after one week), they will submit a sick notice, which I will forward 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		
<b>Quarantine notice</b> The staff member will send me a quarantine notice which I will forward to the central HR administration.		X	X	
<b>Discharge from quarantine</b> If the quarantine notice does not contain any unambiguous time limit, the staff member will – before returning to on-campus work – present me (e.g. by email) with a written confirmation from the public health authority of their discharge from quarantine, which I will forward to the central HR administration. To finally conclude the matter I can document the procedure as a memo, in particular in the case of staff who have tested positive. I will then preserve the memo in a place inaccessible to unauthorised persons and delete or destroy it after 3 months in conformity with privacy law. You can find recommendations on the content of such a memo here: <a href="#">Documentation when dealing with a COVID-19 infection</a>		X	X as appropriate	