

Actions and Responsibilities for Employee COVID-19 Infections

(Version 1.7, January 20, 2023)

Note: All references to persons, offices, and functions apply equally to all genders.

I. University Employees

➤ In the event of a confirmed COVID-19 infection (even without symptoms):

1. Report immediately to:
 - President's Office^{***}
 - Supervisor/Dean's Office etc.
 - Personnel Department^{***}include indication of the respective date of symptom onset, rapid antigen test^{**}, PCR test or medical diagnosis of the infection or medical sick leave
2. independently informing close contacts
3. Observance of the general decree on segregation of the respective competent territorial authority (city or district).
4. Sending the positive rapid antigen test^{**} result or PCR test result as proof of the current isolation (scan/copy) as well as a possibly medical certificate or only the medical certificate due to the diagnosis of COVID-19 disease, if no confirmatory test is available, to the Personnel Department^{***}
5. Return to work only after the end of the segregation obligation: It is strongly recommended to carry out a rapid antigen test^{**} or an antigen self-test^{**} before resuming work and to only resume presence work if the test result is negative. Please talk to your supervisor about the concrete arrangements for resuming your presence activity.

➤ Suspicion due to COVID-19-typical symptoms/positive self-testing:

1. Report immediately to:
 - President's Office^{***}
 - Supervisor/Dean's Office etc.
 - Personnel Department^{***}include inclusive indication of the respective date of symptom onset, rapid antigen test^{**}, PCR test or medical diagnosis of the infection or medical sick leave
2. Observance of the Allgemeinverfügung zur Absonderung der jeweilig zuständigen Gebietskörperschaft [city or county], in particular segregation order, request for rapid antigen test^{**} or PCR test, behaviour in the event of symptoms, health self-monitoring
3. Observance of the obligation to segregate as well as mobile work in coordination with the supervisor (if no medical certificate is available)
4. Return to place of work:
 - a) in case of negative rapid antigen test^{**} result or PCR test result: return to place of work in consultation with supervisor
 - b) in case of positive rapid antigen test^{**} result or PCR test result, i.e. confirmation of suspicion: procedure as appropriate in case of confirmed COVID-19 infection

➤ **Close contact person* of an infected person (source case):**

1. Act responsibly:
 - in the case of symptoms typical of COVID-19 and/or positive antigen self-test^{**}: Further procedure according to suspected case due to symptoms typical of COVID-19
 - in the case of a positive rapid antigen test^{**} or PCR test result: proceed accordingly in the case of a confirmed COVID 19 infection.
2. Observance of the general decree on segregation of the respective competent territorial authority (city or district), in particular urgent recommendation for health self-monitoring (recommended regular testing) up to the 5th day after the onset of symptoms of the source case, if the source case is a member of the household, and up to the 5th day after exposure, if there was contact outside the household.
3. Strongly recommended for the duration of the above periods (5 days):
 - Coordinate with the supervisor regarding the possibility of mobile work. It is strongly recommended to perform a rapid antigen test^{**} or an antigen self-test^{**} before resuming work in presence and to only resume presence work if the test result is negative.
 - Return to/remain at the workplace in agreement with the supervisor—if possible, in compliance with the individual office or individual workplace regulation, no participation in presence meetings, no shared rides, staggered break times, etc., wearing a mask (if contact with other persons cannot be avoided), regular testing by means of antigen rapid test^{**} or antigen self-test^{**}.
4. In the event of symptoms typical of COVID-19 and/or a positive rapid test, leave the university immediately.

➤ **Contact persons outside the close circle*:**

1. Monitoring the state of health
2. Seek medical advice in case of symptoms, follow-up in case of suspicion due to COVID-19-typical symptoms
3. Reduce direct contacts in the office

II. Supervisor of

➤ **an employee with a confirmed COVID-19 infection, of a close contact person* and of suspected COVID-19 symptomatology:**

1. With regard to employees:
 - a) in case of suspicion in your own area of responsibility: immediately ban the stay at TUC and order the further procedure according to suspicion due to symptoms typical of COVID-19 and, if possible, employ in mobile work
 - b) in case of (close) contact person* in own area of responsibility: order further action according to close contact person of an infected person or contact persons outside the close contact circle and, if possible, immediately employ in mobile work resp. if this is not possible, use the above procedure

2. Other persons related to suspected or confirmed COVID-19 infection in their own area of responsibility:
 - a) immediate information to the close contacts within their own area of responsibility
 - b) instructing and sensitizing staff not to report to duty with common cold or COVID-19 symptoms and to discuss with their family doctor or a testing centre the need for a corona test with reference to contact with COVID-19 patients
 - c) if necessary: Coordination with the Rectorate/BfAU^{***} and the Personnel Department^{***} on the measures taken
3. if the close contact person* or suspected case is infected, the same procedure applies to confirmed COVID-19 infection

III. President's Office/Mrs. Schreiterer/BfAU

1. Support and advice for those affected/supervisors on the group of contact persons who are to be released or sent to mobile work and, if necessary, support the information chain
2. Interface to the health department and company medical service
3. Report to the rectorate, crisis management team

***definition of close contact persons according to RKI:** contact persons to a confirmed COVID-19 case in the presence of at least on of the following situations (increased risk of infection):

- close contact with source case: >10 minutes, under 1.5 m (5 ft.) distance, without medical or FFP2 mask worn continuously and correctly on both sides
- conversation or direct face-to-face contact: less than 1.5 m (5 ft.) distance, regardless of duration of conversation, without medical mask or FFP2 mask worn continuously and correctly on both sides
- meeting between persons and case in the same room with exposure to a probably high concentration of infectious aerosols, e. g. in poorly ventilated indoor rooms: encounter of > 10 minutes, even if a medical or FFP2 mask was worn continuously and correctly on both sides

Note: It takes an average of 2 days from infection with the virus until it can be detected and 3 to 4 days until the first symptoms appear. The infectious phase usually begins 2 days before the onset of symptoms.

** Rapid antigen test und Antigen self-test

- **Rapid antigen test** are carried out and evaluated by a service provider in accordance with § 6 para. 1 TestV (with certificate by the service provider).
- **Antigen self-test** are tests conducted by a person himself/herself (without certificate).

*** Contact information at Chemnitz University of Technology

- President's Office: Mrs. Schreiterer (e-mail kontakt-corona@tu-chemnitz.de)
- BfAU: Office for Occupational Safety and Environmental Protection (e-mail bfau@tu-chemnitz.de)
- Personnel Department: Sekretariat 2.0 (e-mail sekretariat2.0@verwaltung.tu-chemnitz.de)