Actions and Responsibilities for Employee COVID-19 Infections
(Version 1.1, April 21, 2021)

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:

1. Report immediately to:
   - President’s Office**
   - Supervisor/Dean’s office, etc.
   - Personnel Department**
     Include:
   o List of contact persons* at Chemnitz University of Technology within the
     two-day period prior to the test or the onset of symptoms (possibly also
     craftsmen, technicians, service providers, guests, etc.).
   o Name of the (main) place visited at Chemnitz University of Technology
     (office, laboratory, workplace in research hall etc.)
   o Indication of the respective dates of symptom onset, PCR test, receipt of
     test result, last visit to Chemnitz University of Technology.

2. Information from the health department, if contact has already been made

3. Send the quarantine order (scan/copy) to the Personnel Department**.

4. Return to work only after the end of quarantine, complete resolution of symptoms,
   a proven negative Corona test (PCR test) in accordance with President’s Newsletter
   55/2020 and only after consultation with BfAU and your supervisor.

➢ Close contact person* of an infected person as well as suspected case due to COVID-
19-typical symptoms:

1. Report immediately to:
   - President’s Office
   - Supervisor/Dean’s office etc.
   - Personnel Office**
   - In the case of symptoms typical of COVID-19: first contact a doctor by telephone
     or the health department responsible for your place of residence and obtain
     advice

2. Follow all measures and instructions from the health department/physician as well
   as your department (this can possibly include a quarantine order, request for
   testing, caution if symptoms occur, health self-monitoring until the 21st day after
   the last contact with the source case - i.e., another 7 days after the end of the
   quarantine)

3. Stay at home (in case of contact persons. approx. 14 days after last contact with
   source case or if source case is household member until approx. 20 days after
   symptom onset of COVID-19 case), possible work from home in coordination with
   supervisor (if no quarantine order or sick leave exists)

4. Notify the Personnel Department of any test results and send them the quarantine
   order.**
5. Return to work only after consultation with supervisor and only after the end of any quarantine and only with a negative rapid antigen test or self-test updated on the same day

**Note:** Employees who have already received a positive result after PCR testing in the past and who are/were* in recent contact with a source case, as well as employees who already have a partial or complete immunization (first or/and second vaccination) against SARS-CoV-2 and who are/were* in recent contact with a source case, are - irrespective of a possible official order for quarantine - (again) advised not to come to the university for a period of 14 days after contact with the source case.

➢ **Contact persons outside of your close circle of contacts**:  
   1. Observe health status  
   2. Seek medical advice if symptoms occur  
   3. Reduce social contacts  

**Note:** Employees in whose household a person has been quarantined as a source case contact shall all work from home in consultation with the subject supervisor for the duration of the household member’s quarantine and shall not come to the university during that period.

II. Supervisors of

➢ **An employee with a confirmed COVID-19 infection, close contact person*, or suspected case due to COVID-19 type symptoms**:  
   1. Immediately inform contact persons within own area of responsibility and request to name further contacts to the case of infection.  
   2. Immediately inform superiors of other possibly affected areas/offices  
   3. Supervisor initiates:  
      - Only for a confirmed COVID-19 infection:  
         o In coordination with the departments/persons responsible for the room (owner of the building rights according to §2 para. 3.4/3.5 of the building regulations, department responsible for the structure), inform Facility Management** to close the office/laboratory room or workplace (e.g. in a research hall used by several departments) used by the infected person for 5 days (locking of the room, affixing of a band), for possible communication to craftsmen/caretakers/third party companies etc. and to instruct the cleaning service providers to clean the room after 5 days.**  
         o Communication with craftsmen/caretakers/external companies etc. and for commissioning cleaning service providers to clean the room after 5 days (maintenance cleaning is suspended for the period of the lockdown and carried out on the first day after the lockdown is lifted) After cleaning, the room will be released by Facility Management** and communication about this will be sent to the department or room managers.  
         o Inform employees and others possibly affected by room closure  
         o Immediately release close contact person* as well as suspected cases in own area of responsibility or instruct them to work from home if possible  
         o Instruct and make employees aware that they should consult if their doctor to see if a corona test is necessary if they do not come to work due to a
cold or COVID-19 symptoms. (Alternatively advise employees to use the Corona test center)

- In coordination with the President’s Office/BfAU** and if necessary: inform further contact persons, if necessary. Also release contact persons outside the close contact circle* and move to working from home (if possible).
- Inform the President’s Office** and the Personnel Department** about the measures taken.
- If a close contact person* or suspected case is infected, the action guidelines should be applied again.

**Definition of close contacts according to RKI:** Contact person to a confirmed COVID-19 case in the presence of at least one of the following situations (increased risk of infection):

- Close contact with source case: >10 minutes, under 1.5 m 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 distance, regardless of duration of conversation, without medical mask or FFP2 mask worn continuously and correctly on both sides.
- Meeting between contact person 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.
- Quarantine by public health department

**Contact information at Chemnitz University of Technology**

- President’s Office: Ms. Schreiterer (E-Mail kontakt-corona@tu-chemnitz.de)
- BfAU: Office for Occupational Safety and Environmental Protection (E-Mail bfaug@tu-chemnitz.de)
- Personnel Department: Secretariat 2.0 (E-Mail dezernat2@verwaltung.tu-chemnitz.de)
- Department of Civil Engineering and Technology (E-Mail raumverschlusscorona@verwaltung.tu-chemnitz.de)

Note: It takes an average of 2 days from infection with the virus until it can be detected and 5 days until the first symptoms appear. The infectious phase usually begins 2 days before symptom onset and ends about 14 days after symptom onset.