



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

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RECOMMENDED ACTION Recommended action in one of the named situations (positive test, close contact person, a member of the household). BASIC INFORMATION With newly occurring typical symptoms of COVID-19 (trouble breathing, fresh coughing fits, a temperature, loss of smell or taste), undergoing a professional test is recommended. After a positive self-test, taking a professional rapid test or PCR test is required without delay.	INFECTION I have had a positive result of a rapid test or a PCR test.	CONTACT PERSON Assistance for self-assessment I am a close contact person or member of the household.
Isolation I will immediately go into isolation. The isolation must normally take place in an apartment or other suitable place (quarantine facility). During their isolation, the isolated person is not allowed to receive visitors who do not belong to their own household.	<p style="text-align: center;">X</p> For 10 days from the first evidence. After 48 hours without symptoms, termination is possible after 5 days. FAQs on quarantine and isolation	After the last contact with the affected person, it is recommended to reduce personal contacts with other persons for 10 days.
Inform supervisor I will inform my supervisor.	<p style="text-align: center;">X</p>	<p style="text-align: center;">X</p>
Additional contact reduction With my supervisor I will discuss ways of reducing contacts more at the workplace.		<p style="text-align: center;">X</p> If additional contact reduction or home office is not possible, my work will continue as usual.
Inform the public health authority My doctor or I myself will inform the public health authority.	<p style="text-align: center;">X</p>	
Sequence of contacts Upon request, I will give as much information as possible about my work-related whereabouts and the persons with whom I have had contact in the infection period to my supervisor, in order to enable the estimation of the risk of infecting those about me. If all Covid-19 rules (distance, mask, ventilation etc.) were respected at the workplace, no close contacts should have arisen.	<p style="text-align: center;">X</p>	
Inform close contact persons I will immediately inform possible close contact persons.	<p style="text-align: center;">X</p>	
Reporting sick At the latest on the 3rd day of absence I will submit my sick note as usual to my supervisor for forwarding to the central personnel administration.	<p style="text-align: center;">X</p>	

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<p>Quarantine confirmation notice I will submit my quarantine confirmation notice (which the competent health authority can be asked to issue) to my supervisor and likewise, if the quarantine confirmation does not contain a clear time limit, my confirmation of discharge from quarantine issued by the health authority (e.g. by email). My supervisor will then forward it to the central personnel administration.</p>	<p style="text-align: center;">X if applicable</p>	