



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

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<p><b>RECOMMENDED ACTION</b> Recommended action in one of the named situations (positive test, close contact person, a member of the household).</p> <p><b>BASIC INFORMATION</b> 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.</p> <p>After a positive self-test, taking a professional rapid test or PCR test is required without delay.</p>	<p><b>INFECTION</b> <b>An employee has had a positive result of a rapid o PCR test.</b></p>	<p><b>CONTACT PERSON</b> <a href="#">Assistance for self-assessment</a> <b>An employee is a close contact person or member of the household.</b></p>
<p><b>Isolation</b> The employee is obliged to go into isolation as soon as they are aware of the positive test. 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>	<p style="text-align: center;"><b>X</b></p> <p>For 10 days from the first evidence. After 48 hours without symptoms, termination is possible after 5 days. <a href="#">FAQs on quarantine and isolation</a></p>	<p>After the last contact with the affected person, it is recommended to reduce personal contacts with other persons for 10 days.</p>
<p><b>Assessment of the infection risk</b> If all Covid-19 rules (distance, mask, ventilation etc.) were respected at the workplace, no close contacts and therefore no high risks of infection should have arisen. Nevertheless, I will support those closest to the employee concerned in making an assessment of the individual risk of infection.</p>	<p style="text-align: center;"><b>X</b></p>	
<p><b>Contact with employee</b> I will stay in contact with the affected employee, in order, as appropriate, to clarify questions of contact reduction at the workplace, to arrange home office work and other organisational matters.</p>		<p style="text-align: center;"><b>X</b></p> <p>If additional contact reduction or home office is not possible, work will continue as usual.</p>
<p><b>Cleaning</b> I will organise cleaning including disinfecting of the affected employee's workplace.</p>	<p style="text-align: center;"><b>X</b></p>	<p style="text-align: center;"><b>X</b></p> <p>if applicable</p>
<p><b>Reporting sick</b> The employee will, as usual, submit their sick note at the latest on the 3rd day of absence, which I will forward to the central personnel administration.</p>	<p style="text-align: center;"><b>X</b></p>	

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<p><b>Quarantine confirmation notice</b> The employee will present me with a quarantine confirmation notice from the health authority, which I will pass on to the central personnel administration. The employee may request this confirmation from the competent health authority, as appropriate.</p>	<p style="text-align: center;"><b>X</b> if applicable</p>	
<p><b>Discharge from quarantine</b> If the quarantine confirmation notice contains no clear time limit, the employee will present me with written confirmation (e.g. by email) from the health authority of discharge from quarantine for a return to on-campus work, which I will forward to the central personnel administration.</p> <p>To further conclude the procedure, I may document the matter in a memo, particularly in the case of employees tested positive. I will then keep this memo in a place inaccessible to unauthorised persons and delete or destroy it, in conformity with data protection regulations, after three months.</p> <p>Recommendations on the content of such a memo: <a href="#">Documentation when dealing with a COVID-19 infection</a></p>	<p style="text-align: center;"><b>X</b></p>	