

# Guide for employees, staff and students

What to do in case of a suspected or confirmed SARS-CoV-2 infection, as a contact person, when tested positive...

According to current medical findings, fully vaccinated people can get infected by and spread the coronavirus just like non-vaccinated people. Because of that, the same rules apply to vaccinated people as do to non-vaccinated people.

## I. Displaying symptoms of a coronavirus infection

Should you display symptoms such as coughing, fever, loss of taste and scent and/or breathing difficulties, do the following without delay:

1. Reduce all contacts with others and observe the general hygiene regulations.
2. Get in touch with your general practitioner by phone to discuss how to proceed.
3. As an employee or staff member (including student assistants), inform your superior. As a student, complete and submit the following notification form: [www.tu-darmstadt.de/corona-meldung-studierende](http://www.tu-darmstadt.de/corona-meldung-studierende).

In case of employment, you have to notify your office / place of work as usual on the first day of sickness. Should you be unable to work for more than three calendar days (Link: [https://www.intern.tu-darmstadt.de/verwaltung/dez\\_vii/info\\_a\\_z\\_vii/informationen\\_a\\_z\\_vii/artikel\\_details\\_de\\_en\\_228416.de.jsp](https://www.intern.tu-darmstadt.de/verwaltung/dez_vii/info_a_z_vii/informationen_a_z_vii/artikel_details_de_en_228416.de.jsp)), you need to submit a medical certificate of incapacity to work including a likely duration of illness by the next working day at the latest. Currently, medical certificates of incapacity to work can be requested by phone.

4. Please note in writing the people you have been in closer contact with during the past 5 days and which hygiene measures have been observed during these contacts (mouth-nose covers, minimum distance of 1.5 m (4-5 steps) and ventilation).

## II. What to do in case of a SARS-CoV-2 infection

**For employees and staff (including student assistants):**

Should you test positive for SARS-CoV-2, advise your superior immediately and send a message to [gesundheit@tu-darmstadt.de](mailto:gesundheit@tu-darmstadt.de). Informing the Health at TU Darmstadt support team helps to quickly identify chains of infections, initiate necessary measures and evaluate the degree of risk. The support team will discuss how best to proceed together with the person reporting in as infected and that person's superior.

It goes without saying that the Health at TU Darmstadt support team will handle all information and data involved confidentially. Please ensure that personal information is not passed on in your immediate work area unless the person concerned agrees to it.

### For students:

Students who tested positive for SARS-CoV-2 and who have attended an on-site course or written exam in the 5 days prior to the testing are kindly requested to inform TU Darmstadt by completing and submitting this form on the Directorate II webpage: [www.tu-darmstadt.de/corona-meldung-studierende](http://www.tu-darmstadt.de/corona-meldung-studierende).

The data entered in the form will be passed on to the Health at TU Darmstadt support team to identify possible first contacts. For more information in case of questions, please contact the Health at TU Darmstadt support team at [gesundheit@tu-darmstadt.de](mailto:gesundheit@tu-darmstadt.de).

### III: 1<sup>st</sup> degree contact persons (employees, staff and students)

You are deemed a 1<sup>st</sup> degree contact person and must self-isolate at home, the moment you learn that you have been in direct contact with a person with a confirmed coronavirus infection (e.g. a person who lives in the same household and who has tested positive). We kindly ask those vaccinated against and recovered from SARS-CoV-2 to consult with the Support Team.

Please contact your superior/supervisor immediately. As an employee or staff member, please send a brief message to [gesundheit@tu-darmstadt.de](mailto:gesundheit@tu-darmstadt.de). The support team will evaluate the degree of risk and will discuss how best to proceed together with the person reporting in as infected and that person's superior.

As a student, please contact the Support Team as well. Once you have done that, please submit a message via [www.tu-darmstadt.de/corona-meldung-studierende](http://www.tu-darmstadt.de/corona-meldung-studierende).

Please contact your superior/supervisor to discuss options for working from home.

### IV: What to do in case of a positive COVID-19 antigen test result

- Please observe the regulations of the Hessian Ministry for Social Affairs and Integration in case your **self-test** indicates a positive test result.  
[https://soziales.hessen.de/sites/default/files/media/hsm/flyer\\_quarantaene\\_final.pdf](https://soziales.hessen.de/sites/default/files/media/hsm/flyer_quarantaene_final.pdf)
- Go home immediately, inform the Health at TU Darmstadt team and have a PCR test carried out.
- You need to make an appointment for a PCR test either with your physician or by calling 116 117. Stay at home until the confirmation test and observe the AHA+L rules (i.e. keep a minimum distance, observe hygiene measures, wear a medical face mask and ventilate regularly).
- Should you have tested positive in a **rapid antigen test** carried out in a testing centre or similarly qualified point of contact, this will immediately require mandatory self-isolation until the test result is confirmed by a PCR test.

Independent of statutory regulations, a test is advisable if:

- You display the above-mentioned symptoms of sickness and your general practitioner excluded a regular cold;
- You have regular contact with groups at risk (due to voluntary work, for instance, at a nursing home, etc.);
- You receive a category “Red” notice from your corona warning app;
- You have been in direct contact with a person who has been identified as infected (test results are only conclusive from the 5<sup>th</sup> day following such a contact);
- You have just concluded the required period of self-isolation as a 1<sup>st</sup> degree contact person who lives in the same household as the infected person.

Regulations regarding self-isolation (quarantine) measures:

- General regulations regarding self-isolation (quarantine) measures of the State of Hesse can be found here:  
<https://soziales.hessen.de/gesundheit/corona-hessen/selbst-und-haushaltsquarantaene>
- Mandatory self-isolation/quarantine does not necessarily imply incapacity to work. The existing regulations under the Entgeltfortzahlungsgesetz (EntgFG – Continuation of Remuneration Act) still apply to the notification of [incapacity to work](#) and consequently require submission of a medical certificate of incapacity to work by the 4<sup>th</sup> day of incapacity at the latest.
- In addition, the [Instructions and guidelines](#) for employees and staff must be observed which state that employees and staff must work mobile from home during self-isolation or quarantine and/or access denial due to the corona control ordinance.