Guide for employees, staff and students

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

According to current medical findings, it is possible for those fully vaccinated and/or recovered to contract a coronavirus infection and spread the virus. All employees and staff, including those recovered from or vaccinated against this virus, are required to observe the following regulations.

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/supervisor.

   If you are an employee or staff member, 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, you need to submit a medical certificate of incapacity to work stating a likely duration of illness by the next working day at the latest. It is expected that medical certificates of incapacity to work can be requested by phone up until 31 December 2021.

4. Please note in writing who you have been in closer contact with during the past 5 days and which hygiene measures have been observed during these contacts (medical face mask, minimum distance of 1.5 m (approx. 5 feet) 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/supervisor immediately and send a message to gesundheit@tu-darmstadt.de. Informing the Health at TU Darmstadt (Gesundheit) support team helps to quickly identify chains of infections, initiate necessary measures and evaluate the degree of risk. The Health at TU Darmstadt support team will discuss with the person reporting in as infected and that person’s superior/supervisor how best to proceed.

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:
Should you have tested positive for SARS-CoV-2, the rules stated in section IV apply. For more information in case of questions, please feel free to contact the Health at TU Darmstadt support team at gesundheit@tu-darmstadt.de.

III. 1st degree contact persons (employees, staff and students)

You are deemed a 1st degree contact person, 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 has tested positive). We kindly ask everyone concerned, including those vaccinated against and recovered from this virus, to consult with the Health at TU Darmstadt support team. To protect yourself and those around you at work, working mobile from home makes sense even if an obligation to self-isolate (quarantine) has not been requested by the local Gesundheitsämter (public health departments). The Health at TU Darmstadt support team provides senior managers, employees and staff with useful recommendations in this matter.

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

As a student, please contact the Health at TU Darmstadt support team as well. 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://www.hessen.de/Handeln/Corona-in-Hessen/Quarantaene
- Go home immediately, inform the Health at TU Darmstadt support team and have a PCR test carried out.
- You need to make an appointment for a PCR test either with your general practitioner or by calling 116 117. Stay at home until your initial test result is confirmed either way by a PCR 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, this will immediately require mandatory self-isolation and the test result must always be 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 had contact with a person who has been identified as infected;

Regulations regarding self-isolation (quarantine) measures:

- General regulations regarding quarantine measures of the State of Hesse can be found here: https://soziales.hessen.de/Corona/Quarantaene
- 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 4th 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.