Guide for employees, staff and students in case of a suspected SARS-CoV-2 infection

Below you will find a concise summary of how to act responsibly and efficiently.

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. Please stay at home in self-isolation. Avoid any contact with others outside your household and observe general hygiene standards.

2. Get in touch with your general practitioner by phone to discuss how to proceed.

3. As an employee (including student assistants) or a regular student (not university employed) respectively, inform your supervisor/manager or the departmental office of your fields of studies as applicable without delay. 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, 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.

4. Make a list of all people you have been in closer contact with (starting 2 days prior to displaying first symptoms of sickness).

5. In case you are tested for COVID-19, please wait for your test results before informing your colleagues or fellow students (refer to II. and III.)

Reportable in accordance with §6 (1) no. 1 letter t of the Infektionsschutzgesetz (IfSG - German infection control act) are both a suspected and a confirmed case of COVID-19 infection. As a rule, in case of a potential infection with COVID-19, your general practitioner and the testing laboratory will have to report this to the Gesundheitsamt (public health department). The public health department will then identify the contact persons (including those at your workplace) and will inform them directly.

Independent of statutory regulations (such as the ones currently applicable when returning from risk areas etc.), a test is advisable if:

- You display the above-mentioned symptoms of sickness and your general practitioner excluded a regular cold.
- You have been in an area with a high number of COVID-19 infected people.
- You have regular contact with groups at risk (due to voluntary work, for instance, at a nursing home, etc.).
- You yourself belong to a group at risk, or
- You have had contact with a person who has been identified as infected.

Should any one of the above-mentioned points be true, please contact your general practitioner just in case.

II. Unconfirmed case of suspected infection
Should you test negative in case of a suspected infection, there is no need to inform colleagues or fellow students.

III. Confirmed infection

Should you test positive and, thus, your coronavirus infection be confirmed, advise your supervisor/manager immediately and send a brief message to gesundheit@tu-darmstadt.de. As a student, we kindly ask you to inform the departmental office of your field of studies and to send a brief message to gesundheit@tu-darmstadt.de. Your general practitioner will inform you of the required steps.

As a supervisor/manager or lecturer (university teacher), please make sure to observe the personal rights of the person concerned. Do not disclose any information that may make the person concerned identifiable.