



## Reporting Channel and Measures in Case of Suspected or Acute COVID-19 Disease

COVID-19	First Notification Steps	Workplace Situation/Contact	Measures
<p>There is</p> <p>a) an illness/symptoms of employee -&gt; medical clarification =&gt; quarantine AND/OR tested positive</p> <p>b) there was contact to a person who tested positive with COVID-19 -&gt; medical clarification =&gt; quarantine AND/OR tested positive</p>	<ul style="list-style-type: none"> <li>Health authorities are informed by a doctor =&gt; official order of quarantine OR employee has been tested positive for COVID-19 -&gt; quarantine</li> <li>Optimally employee also informs the superior(s) for the purpose of infection protection</li> </ul> <p>Employee simultaneously sends AU certificate to the personnel department (via functional address sick note / personnel department Mrs. Schüßler / Mrs. Baumh-eier. A voluntary reference on the AU certificate with the keyword "corona case") would be ideal for the purposes of the Infection Protection Act</p>	<p><u>1st Case:</u></p> <p>Employee was in home office since March 16th 2020 and might have been infected. No contact with members of the UzL or third parties in the working environment, such as contractors, authorities, or students.</p>	<p>Employee</p> <ul style="list-style-type: none"> <li>informs tel. 116117 or the family doctor.</li> <li>Reports back imposed measures and information about last contacts at the workplace to the supervisor and Personnel Department.</li> </ul> <p>Return to presence work only after the end of the quarantine period or medical confirmation of recovery to the personnel department.</p>
		<p><u>2nd Case:</u></p> <p>Employee was in home office since March 16th 2020, but was partially present at the UzL within the framework of assigned services. There was contact with members of the UzL or with third parties in the working environment, such as contractors, authorities, students.</p>	<ul style="list-style-type: none"> <li>Human Resources Department informs the Public Health department about corona cases, i.e. contact details of the employee(s) and the superior(s) for further inquiries.</li> <li>Supervisor sends contact documentation (including external personnel) of the employee(s) to the Health Department (see <a href="#">RKI contact person tracking</a>), Human Resources Department for information.</li> <li>Human Resources Department reports internal contact persons to the Public Health Department.</li> <li>Supervisor arranges for the workstation to be blocked. Release only after cleaning. (Disinfection of e.g. keyboard, mouse, telephone; thorough ventilation of the room)</li> </ul>
		<p><u>3rd Case:</u></p> <p>Employee has worked at her/his workplace in the UzL. There was contact with members of the UzL or with third parties in the working environment, such as contractors, authorities, students.</p>	<p>Return to presence work only after the end of the quarantine period or medical confirmation of recovery to the Personnel Department.</p>