

Instructions on what to do in case of one or more Covid-19 infections at FUAS, version 2.0

These instructions are valid for all members of FUAS (staff and students) as well as guests who spend time at FUAS and have contact with its members.

These instructions serve as a guideline for all members of FUAS, they provide a structure for the action taken in case of a (possible) Covid-19 infection and on how to efficiently inform the necessary units at FUAS. The overall objective is to reduce the risk of an infection for all members of FUAS as far as possible.

1. A member of or guest at FUAS feels ill during their time at FUAS and starts showing the known respiratory symptoms.
FUAS grounds must be left in accordance with the hygiene concept.
2. If a member of FUAS falls ill at home already, they may not enter FUAS grounds.
3. FUAS members or guests who are immediate contact persons (category 1 in accordance with the RKI's definition) of someone infected with Covid-19 or someone where there are strong medical reasons to believe they may be infected, may not enter FUAS grounds until a medical assessment has taken place.
4. FUAS members of staff must notify their heads of department or the Dean's Office in charge **and** Human Resources/health care management if a medical assessment implies that they themselves or an immediate contact person (sb. identified as category 1 in accordance with the RKI's definition) have to take a coronavirus test or if they have to quarantine for 14 days.
5. Students of FUAS must notify the Dean's Office in charge immediately if a medical assessment implies that they themselves or an immediate contact person (sb. identified as category 1 in accordance with the RKI's definition) have to take a coronavirus test or if they have to quarantine for 14 days.

The Dean's Offices or Human Resources will establish the exact situation with the help of a check list and the participant lists available.

The Dean's Offices are responsible for identifying any study groups or cohorts the person in question may belong to. They will inform the other students belonging to those groups. Furthermore, they must inform any professors, lab engineers or other members of teaching staff who may be affected.

The Dean's Office in question will also notify the Examinations Office as well as Human Resources/health care management for any measures that may have to be taken affecting the university as a whole in line with the hygiene concept.

The person in question may not enter FUAS grounds until test results are available or before the end of the quarantine period. The FUAS member will work or study from home. Guests in question may not re-enter FUAS.

In case of students, professors or members of staff who belong to a faculty, the decision lies with that faculty's Dean's Office who will inform Human Resources/health care management of this decision. In all other cases the decision lies with Human Resources/health care management.

Where more extensive measures have to be taken (e.g. for events extending across faculties, the cancellation of trial lectures) or where the situation is unclear, the President's Office – represented by the Chancellor or the President – must be notified as part of the decision process.

6. Range of possible decisions:

- In case of close contact to an infected person a risk assessment must be carried out.
- If there was close or direct contact with the infected person, in particular if no distance was kept or no face covering was worn, e.g. in the case of student groups/cohorts or appointments, other participants (students, staff) are asked not to enter FUAS grounds in line with the general rules on quarantining (14 days from the last contact to the infected person) or until a negative test result is available.
- If there was no close contact, e.g. in the same student group/cohort, no further action needs to be taken apart from informing the people in question.

7. The member of FUAS/guest provides the Dean's Office or Human Resources with names of contact persons within FUAS in accordance with the categories defined by the RKI (contacts with no distance, no face covering).

8. In accordance with no. 4 the person in question must inform FUAS about the result of the coronavirus test immediately.

9. In case of a positive coronavirus test result the infected person will be ordered to quarantine by the health department in charge. Contact persons in accordance with the categories defined by the RKI will be identified, notified and tested or ordered to quarantine by the health department in charge.

10. Once the quarantine is completed or a negative coronavirus test result is available FUAS may be entered again.

11. All necessary data for FUAS staff under no. 1 to 8 will be collected and coordinated by Human Resources/health care management (gesundheit@hs-flensburg.de).

For students this will be done by the Dean's Office and Human Resources/health care management. The documents will be stored for a four-week period after the measures in question have been completed and deleted or destroyed afterwards. The data protection rules are to be adhered to.

12. FUAS takes the privacy of its members and the processing of their personal data very seriously. We have integrated the data protection requirements defined by the European General Data Protection Regulation in our administrative processes.

Further information and resources:

- *Ministry of Social Affairs, Health, Youth, Family and Senior Citizens:*
["Recommendation in case of cold symptoms: Can I send my child to kindergarten or school?" \(in German\)](#)
- [Hygiene concept of Flensburg University of Applied Sciences](#)
- *E-mail addresses*
 - dekanat.fb1@hs-flensburg.de

- dekanat.fb2@hs-flensburg.de
- dekanat.fb3@hs-flensburg.de
- dekanat.fb4@hs-flensburg.de
- gesundheit@hs-flensburg.de
- pruefungsamt@hs-flensburg.de