

## Instructions on what to do in case of a suspected Covid-19 infection at FUAS

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.

Following these guidelines will help to reduce the risk of an infection for all members of FUAS.

In case of a positive rapid or PCR test the attached checklist must be filled out completely and send to [gesundheit@hs-flensburg.de](mailto:gesundheit@hs-flensburg.de). Students who tested positive hand the filled out list in to their Dean's Office.

1. Someone feels ill during their time at FUAS and starts showing the known respiratory symptoms. This person must leave FUAS' premises immediately.
2. If someone falls ill at home already, they may not enter FUAS grounds.
3. Anyone who, in accordance with the RKI's definition, is an immediate contact person 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 or they must leave FUAS' premises immediately.
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 (in accordance with the RKI's definition<sup>1</sup>) have to take a coronavirus test or if they have to quarantine for 14 days (in accordance with the RKI's definition<sup>1</sup>; see no. 6 range of possible decisions).
5. Students of FUAS must notify the member of teaching staff in charge **and** the Dean's Office in charge immediately if a medical assessment implies that they themselves or an immediate contact person (in accordance with the RKI's definition<sup>1</sup>) have to take a coronavirus test or if they have to quarantine for 14 days (in accordance with the RKI's definition<sup>1</sup>). The same applies if a possible infection is detected while on FUAS' premises, e.g. during an event. The students in question must leave FUAS' premises immediately.

In accordance with the RKI's information on tracing contacts, anyone who is not vaccinated must quarantine. Anyone who is vaccinated against or recovered from COVID-19 and does not show any symptoms does not have to quarantine.

---

<sup>1</sup> [https://www.rki.de/DE/Content/InfAZ/N/Neuartiges\\_Coronavirus/Kontaktperson/Management.html;jsessionid=E16DE3CCA59E6D4A169C50867DE2FE4C.internet051?nn=13490888#doc13516162bodyText1](https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html;jsessionid=E16DE3CCA59E6D4A169C50867DE2FE4C.internet051?nn=13490888#doc13516162bodyText1) (infographic on tracing contacts; [available in German only])

The local health departments no longer trace contact chains in case of a COVID-19 infection and the Luca app is no longer being used. This may mean that colleagues and fellow students will not be informed of an infection and may not realise that they had a contact putting them at risk of an infection.

That is why we ask everyone to please keep a record of contacts and inform anyone you were in contact with for 10 days (ideally) before your infection with COVID-19. FUAS staff can also give their direct superior permission to inform colleagues.

The Deans' Offices (for teaching staff, faculty staff and students) or Human Resources (for all other employees) will establish the exact situation with the help of a check list and the participant lists available.

The Deans' Offices will check whether the person infected belonged to a study group and inform the participants of that class (teaching staff and students).

The Dean's Office in question will inform Human Resources/health care management and, during the exam period, also the Examinations Office.

The person in question may not enter FUAS grounds until a negative test result is available or before the end of the quarantine period. They will work or study from home.

6. Range of possible decisions:

- Anyone who had close contact with an infected person should assess the risk for themselves.
- If other people were in close 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) must be identified and asked to leave or not to enter FUAS grounds in line with the general rules on quarantining in accordance with the RKI's definition or until a negative test result is available.
- If a suspected infection at FUAS is confirmed, e.g. during a class or event, the organiser of the class or event can ask all participants to self-test for COVID-19 (tests are available from the Info Point).
- If there were no close contacts at FUAS, informing the other participants of the situation is sufficient.

7. The infected person will provide their Dean's Office or Human Resources with the names of the people they were in close contact with at FUAS (cf. the RKI's definition of "close contact") for a time period starting from two days before they began to show symptoms. The Dean's Office stores the students' participant lists for a period of four weeks; the lists will then be destroyed in accordance with data protection rules.

8. The person in question must inform FUAS (Human Resources/health care management) about the result of the coronavirus test immediately.

9. The health department can order quarantine in case of a positive test result. Close 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 are provided, 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](mailto:gesundheit@hs-flensburg.de)) only, for students this will be done by their 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:

- Information on the coronavirus by the City of Flensburg: <https://www.flensburg.de/Startseite/Aktuelle-Lagemeldungen.php?object=tx,2306.5&ModID=7&FID=2306.22992.1> (in German, but information in other languages is available via the menu on the left)
- Information on the coronavirus by the District of Schleswig-Flensburg: <https://www.schleswig-flensburg.de/Kurzmen%C3%BC/Startseite/Neuartiges-Coronavirus.php?object=tx,3333.7508.1> (in German)
- Information on the coronavirus by the District of Nordfriesland: <https://www.nordfriesland.de/Kreis-Verwaltung/Aktuelles/Coronavirus/> (in German)
- 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) Link: [https://www.schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Schulen\\_Hochschulen/schnupfenplan\\_neu.html](https://www.schleswig-holstein.de/DE/Schwerpunkte/Coronavirus/Schulen_Hochschulen/schnupfenplan_neu.html)
- Hygiene concept of Flensburg University of Applied Sciences: [https://hs-flensburg.de/sites/default/files/pdf/2022/FUAS-hygiene-concept\\_v16\\_0.pdf](https://hs-flensburg.de/sites/default/files/pdf/2022/FUAS-hygiene-concept_v16_0.pdf)
- E-mail addresses:
  - [Dekanat.fb1@hs-flensburg.de](mailto:Dekanat.fb1@hs-flensburg.de) (Dean's Office, Faculty 1)
  - [Dekanat.fb2@hs-flensburg.de](mailto:Dekanat.fb2@hs-flensburg.de) (Dean's Office, Faculty 2)
  - [Dekanat.fb3@hs-flensburg.de](mailto:Dekanat.fb3@hs-flensburg.de) (Dean's Office, Faculty 3)
  - [Dekanat.fb4@hs-flensburg.de](mailto:Dekanat.fb4@hs-flensburg.de) (Dean's Office, Faculty 4, School of Business)
  - [gesundheit@hs-flensburg.de](mailto:gesundheit@hs-flensburg.de) (health care management)
  - [pruefungsamt@hs-flensburg.de](mailto:pruefungsamt@hs-flensburg.de) (Examinations Office)

**Annex****to the instructions on what to do in case of a suspected or confirmed COVID-19 infection at FUAS****Checklist for suspected and confirmed cases of a Covid-19 infection (after a self-test or a PCR test)**

Last name	
First name	
Address	
Phone	
E-mail	
When were you tested for SARS-Cov2?	
Why were you tested?	I showed symptoms (cough, temperature) <input type="checkbox"/> Since when?  Myself immediate contact with sb. infected <input type="checkbox"/>  Own initiative <input type="checkbox"/>
I belong to the following unit/department/faculty/degree programme	
Rooms	
I belong to the following study group/ Class/event	
My last visit to campus was on	

I participated in the following classes/events: Where exactly? (Specific room, lecture hall etc.)  How long for?	
Who at FUAS were you in close contact with? (no distancing/no face covering)	
Last time you went to the cafeteria	
Which is the health department in charge?	
Were you ordered to quarantine?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so, until when?	
Contact at the health department:	
Address	
Phone no.	
E-mail:	
Other comments:	

The interviewee was informed that answering these question is voluntary.

Date, time \_\_\_\_\_

Signature interviewer \_\_\_\_\_

This check list will be filled in and archived by Human Resources (e-mail [gesundheit@hs-flensburg.de](mailto:gesundheit@hs-flensburg.de)) if the person in question is a member of staff and with the Dean's Office in charge if the person in question is a student.

In accordance with the GDPR the check list will be destroyed after a period of four weeks.