

# Guidelines on what to do in case of a suspected COVID-19 infection

## Objectives

This document serves as a guideline for anyone infected with COVID-19, their heads of unit or other managing staff and teaching staff to provide a structure for the action taken in case of a COVID-19 infection within a department or study group and to ensure communication.

Everyone affected should know what to do in case of a COVID-19 infection.

These guidelines include information on symptomatic and asymptomatic infections as well as the situation of students, teaching staff and other FUAS staff who were in (close) contact with someone infected.

## Annex

- Checklist  
for risk assessment and for the information of possible contact persons
- Overviews, links and references to self-isolating and quarantine rules and regulations
- Information for people infected with COVID-19 – what to do in case of an infection?

## History

Version	Date	Change	document
V 1.0	10 Sep	Document created	SW
V 1.1	30 Sep	Updates	SW
V 2.0	4 Nov	Updates	SW
V 3.0	18 Nov	Updates	SW
V 4.0	24 Feb	Updates	SW
V 5.0	22 Mar	Updates	SW
V 6.0	5 Apr 2022	Revisions/Updates (draft)	MABE
V 6.1	7 Apr 2022	Correction/Changes to the draft	MABE
V 7.0	5 May	Adapted to meet new isolation rules (draft)	MABE
V 7.01	2 Jun 2022	Revisions/Updates (draft)	MABE
V 7.1	2 Jun 2022	Revisions/Updates	MABE

	Infected person		Immediate contact with sb. infected
1. Reason for action	I start showing typical symptoms... ... before I entered FUAS' buildings, before I started work, before class	... while I was at FUAS	I do not have any symptoms, but my test result (self-test/rapid test) is positive.
2. What to do	I do not enter FUAS' buildings	I leave FUAS' buildings	I do not enter FUAS' buildings
3. Reporting a possible infection	As an employee I inform Human Resources and the head of my team that I cannot work. As a student I inform the member of teaching staff teaching or the Examinations Office that I will not be attending class or the exam. As a member of teaching staff I inform my Dean's Office that I will not be teaching.		There is no general obligation to report possible infections. FUAS expects its employees to report possible infections to the head of team voluntarily to take precautionary measures if necessary. In general, teaching and working on campus take priority.
4. Test	I see a general physician to have my symptoms checked and/or take a professional rapid test and possibly a PCR test to confirm or rule out a COVID-19 infection.	I take a PCR test to confirm or rule out a COVID-19 infection.	I take (self) tests every day. Self tests are available for FUAS staff free of charge if they do not work from home entirely. Tests are also available free of charge at public test centres.
	I support FUAS in planning and carrying out appropriate measures by informing them of my test result.		I do not report negative test results.
5. Communication	People infected with COVID-19 no longer have to report to their local health department. The health departments receive the information from the test centres or laboratories. I report my infection to <a href="mailto:gesundheit@hs-flensburg.de">gesundheit@hs-flensburg.de</a> and... ... to my Dean's Office if I am a member of teaching staff. ... my head of team and Human Resources if I am an employee. ... my member of teaching staff if I am a student (using the checklist attached). I give permission to inform my study group/my colleagues about the COVID case without naming me.		No further communication necessary
6. Notice for the employer	I will ask my GP for a doctor's note.	I will as the local health department for the necessary certificate at the end of my self-isolation period.	-
7. Self-isolation	Isolation in accordance with the regulations issued by the city/district		no obligation to self-isolate
8. Work/studies	I am unable to work and my main concern is getting better.	If my job is suited for this, I will work from home while I self-isolate.	If possible and after having made the necessary agreement with the head of my team, I will work from home or reduce contact to people at work.
	If possible, I will attend classes online.		

**Annex 1:**

to the instructions on what to do in case of a  
 (possible) COVID-19 infection at FUAS

**Checklist**

for risk assessment and for the information of possible contact persons

Last name	
First name	
Address	
Phone	
E-mail	
When were you tested for SARS-Cov2?  Why were you tested?	<input type="checkbox"/> I showed symptoms (cough, temperature) Since when?  <input type="checkbox"/> Myself immediate contact with sb. infected  <input type="checkbox"/> Own initiative
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)	
Information on a confirmed COVID-19 infection at FUAS	<input type="checkbox"/> I give permission to inform my study group without naming me <input type="checkbox"/> I will inform my contacts myself
Last time you went to the cafeteria	
Which is the health department in charge?	
Were you ordered to quarantine?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 \_\_\_\_\_

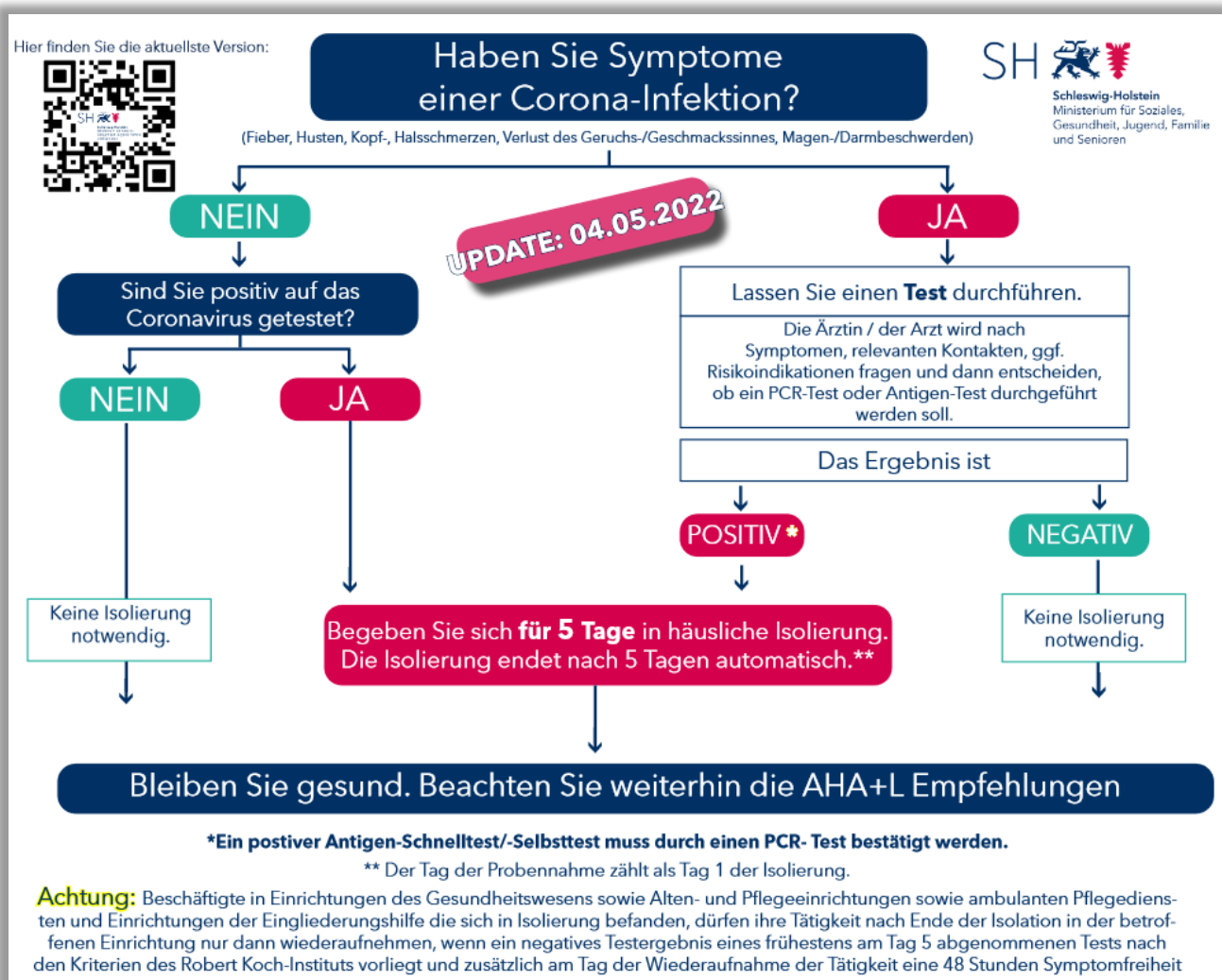
Signature interviewer \_\_\_\_\_

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.

## Annex Self-isolation/quarantine

	Information on self-isolation (self-isolation/quarantine)	Request a <b>self-isolation certificate</b> to hand in to Human Resources
And Schleswig-Holstein	<a href="http://www.schleswig-holstein.de">www.schleswig-holstein.de</a>	
City of Flensburg	<a href="http://www.flensburg.de">www.flensburg.de</a>	<a href="http://www.flensburg.de">www.flensburg.de</a>
District Schleswig-Flensburg	<a href="http://www.schleswig-flensburg.de">www.schleswig-flensburg.de</a>	<a href="http://www.schleswig-flensburg.de">www.schleswig-flensburg.de</a>
District Nordfriesland	<a href="http://www.nordfriesland.de">www.nordfriesland.de</a>	<a href="http://www.nordfriesland.de">www.nordfriesland.de</a>
...		



Source: [www.schleswig-holstein.de](http://www.schleswig-holstein.de)  
2022)

(Downloaded on 5 May

additional sources:

Recommendations on quarantining by the [Robert Koch Institute](https://www.rki.de)

You can find information on how long to self-isolate for on the Corona section at [flensburg.de](https://www.flensburg.de) for example.

Extract:

Duration/end of self-isolation

Beginning:	Day when the positive test is taken		
End:	at the end of five days		
Example:	Date when the positive test is taken:	4 May 2022	
	1st day self-isolation:	4 May 2022	
	Last day self-isolation:	8 May 2022	

Further information for people tested positive for COVID-19:

[https://www.flensburg.de/Aktuelles/Corona-Portal/Infiziert-Kontaktperson-Was-muss-ich-tun-/](https://www.flensburg.de/Aktuelles/Corona-Portal/Infiziert-Kontaktperson-Was-muss-ich-tun/)

<https://www.infektionsschutz.de/coronavirus/wie-verhalte-ich-mich/>

[Symptome erkennen und richtig handeln | Zusammen gegen Corona](#)

Check the RKI's website for tips on how to prevent an infection: [Verhaltenstipps für das Frühjahr 2022](#) (in German)

The regulations in place issued by the Land Schleswig-Holstein can be found [here](#) as well as answers to [FAQs](#).

Information on high-risk areas/entering Germany

<https://www.bundesgesundheitsministerium.de/service/gesetze-und-verordnungen/guv-19-lp/coronaeinreisev.html>

Find the health department in charge of you here: <https://tools.rki.de/plztool>

Hygiene concept of Flensburg University of Applied Sciences:

<https://hs-flensburg.de/sites/default/files/pdf/2022/Hygienekonzept-18.0.pdf>

E-mail addresses: [gesundheit@hs-flensburg.de](mailto:gesundheit@hs-flensburg.de)

[pruefungsamt@hs-flensburg.de](mailto:pruefungsamt@hs-flensburg.de) (Examinations Office)

[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)