

MANAGEMENT OF CORONA CASES AT HAW HAMBURG

Recommended procedures

Hamburg University of Applied Sciences

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Version: 16 November 2020



Given the **current and likely increasing** number of people infected with Covid-19 in Germany and Hamburg, as well as notifications regarding cases at HAW Hamburg, it is necessary to ensure the following:

- A structured and consistent **approach**
- A **decision-making aid** and **communication template** outlining which information and recommended procedures should be communicated to whom depending on the situation/scenario
- The clarification/bundling of **responsibilities** for internal communication within HAW Hamburg
- The clarification of **responsibilities** for external communication (e.g. with the health authorities)
- A transparent overview of the **chains of information and communication** within HAW Hamburg so that all status groups (students, employees, instructors) understand who must be informed and who they can contact

This document outlines various scenarios which we will be confronted with in the coming weeks and months. Each column outlines the recommended approach for the particular situation – i.e., communication, recommended procedure and resolution of the situation – according to the status group. Additionally, the recommended chains of information and communication will be coordinated by the **corona single point of contact (corona SPOC) in each faculty and the central university administration**. Email templates for communication with students/instructors/employees in accordance with the recommended procedures will be developed and made available by the corona SPOCs in the faculties.

Central University Administration:
Corona-SPOC-Beschaefigte@haw-hamburg.de

Inbox monitored by:

Frau Hartung
Frau Kautz
Herr Link

Faculty of Design, Media and Information (DMI): Corona-SPOC-DMI@haw-hamburg.de

Inbox monitored by:

Frau Basch
Herr Plaß
Frau Schempp
Herr Stöcker
Herr Swoboda
Frau Wenzel
Herr Willaschek
Frau Wittkuhn

Faculty of Life Sciences (LS):
Corona-SPOC-LS@haw-hamburg.de

Inbox monitored by:

Frau Andree
Frau Bast
Herr Hoepfner
Frau Neugebauer
Frau Witting

Faculty of Engineering and Computer Sciences (TI):
Corona-SPOC-TI@haw-hamburg.de

Inbox monitored by:

Herr Flower
Frau Oestrup
Frau Puchstein
Herr Six

Faculty of Business and Social Work (W&S):
Corona-SPOC-WS@haw-hamburg.de

Inbox monitored by:

Frau Lohrentz
Herr Metter
Herr Winkler-Budwasch



The corona SPOCs in the faculties will inform the respective faculty libraries about positive cases to initiate a review of the library and cafeteria attendance lists.

Email addresses for corona SPOCs in the libraries:
TI Faculty: fbtwi_info@haw-hamburg.de
DMI Faculty: fbdmi_info@haw-hamburg.de
W&S Faculty: fbsp_info@haw-hamburg.de
LS Faculty: fblls_info@haw-hamburg.de
Studierendenwerk: mensa@studierendenwerk-hamburg.de

FOR STUDENTS

A HAW Hamburg **student** contacts the SPOC with one of the following inquiries/notifications and asks: 'May/can/should I come to HAW Hamburg?'

How do you answer? What needs to be done?

Situation 1
No known contact,
but non-specific symptoms of illness

Recommended procedure

- **Notification:** Non-specific symptoms such as feeling unwell, feeling weak and ill, a new cough, fever (over 37.5°C), loss of sense of taste/smell, etc.
- **Action:** Entry to all HAW Hamburg buildings (incl. the cafeteria, libraries, labs, etc.) is prohibited.
- **Recommendation:** Contact general physician, obtain diagnosis and stay home.

Resolution of situation

- No entry to HAW Hamburg buildings until the person has been symptom-free for two days or can present a negative Covid-19 PCR test result.

Situation 2
Indirect contact
E.g. through a person at home who has had contact with a person who tested positive

Recommended procedure

Action on part of indirect contact person:

- No entry to HAW Hamburg buildings for 14 days where possible.
- If it is absolutely essential to come to HAW Hamburg (e.g. exams, time-sensitive lab work, etc.), a mouth-nose covering must be worn at all times.
- **Teaching sessions:** Online attendance (for 14 days) is recommended (on-campus attendance possible but not recommended for 14 days out of consideration for others).
- Entry to cafeteria and libraries is possible but not recommended for 14 days.
- Particular attention must be paid to following the physical-distancing requirements.
- **Examinations:** Exams should be postponed, or a separate room should be requested where appropriate.

Resolution of situation

- Person is symptom-free and feels well after 14 days, or can present a negative Covid-19 PCR test result (for themselves or the contact person).

Situation 3
Positive test result
Without on-campus presence/contacts at HAW Hamburg

Recommended procedure

- Follow the instructions of the health authority.
- **Action:** Entry to all HAW Hamburg buildings (incl. the cafeteria, libraries, labs, etc.) is prohibited (until a negative Covid-19 PCR test result can be presented or the health authority ends the quarantine).
- **Teaching sessions:** Online attendance; on-campus attendance is prohibited.
- **Examinations:** Exams should be postponed.

Employee communication

- Instructors are requested to make alternatives available to students affected (e.g. synchronous or asynchronous online attendance or teaching and study materials).
- **Examinations:** An alternative should be offered (e.g. new date, oral exam, etc.)
- The student should not experience any disadvantage.

Resolution of situation

- Presentation of negative Covid-19 PCR test result and no symptoms, or ending of quarantine by health authority.

Situation 4
Strong suspicion,
even on the basis of diverse close contacts/non-specific symptoms, of a Covid-19 infection, with time spent at HAW Hamburg following initial contact

Recommended procedure

- **Action:** Self-quarantine; entry to all HAW Hamburg buildings (incl. the cafeteria, libraries, labs, etc.) is prohibited.
- **Teaching sessions:** Online attendance only (for 14 days or until presentation of a negative Covid-19 PCR test result).
- The degree course coordinator and the corona SPOC must be informed immediately of a positive Covid-19 PCR test result.

Employee communication

- Instructors are requested to make alternatives available to students affected (e.g. synchronous or asynchronous online attendance or teaching and study materials).
- **Examinations:** An alternative should be offered (e.g. new date, oral exam, etc.).

Resolution of situation

- Presentation of negative Covid-19 PCR test result, or passing of 14 days since contact and no symptoms.

Notification 5
Positive test result
Following on-campus presence and contacts at HAW Hamburg

See following slide

Notification 5
Positive test result
Following on-campus presence and contacts at
HAW Hamburg

Communication/Recommended procedure

The infected person is to follow the instructions of the health authority.

- **The infected person** informs HAW Hamburg of the infection immediately via the corona SPOC address (for their faculty).
- The infected person provides the corona SPOC with their contact information, degree course, semester and tel./mobile number.
- The infected person provides information about all the events/locations at HAW Hamburg where they have recently spent more than 15 minutes.
- The infected person informs the corona SPOC about all people at HAW Hamburg (outside of teaching sessions), with whom they have had more than 15 minutes of contact in the previous week (e.g. in the cafeteria, libraries, administration, fellow students, etc.).
- The infected person should be informed that his/her information will be treated as confidential and no information about their identity will be provided to students.
- **All contact people (students/instructors/employees)** who have spent more than 15 minutes in a room with the infected person (e.g. in a teaching session) will be identified via attendance lists and information from the infected individual, informed via email, and requested to wear a mouth-nose covering at all times and, where possible, to self-quarantine (for 14 days or until the health authority has contacted them).
- Contact people are prohibited from entering any HAW Hamburg buildings (incl. the cafeteria and libraries) for 14 days.

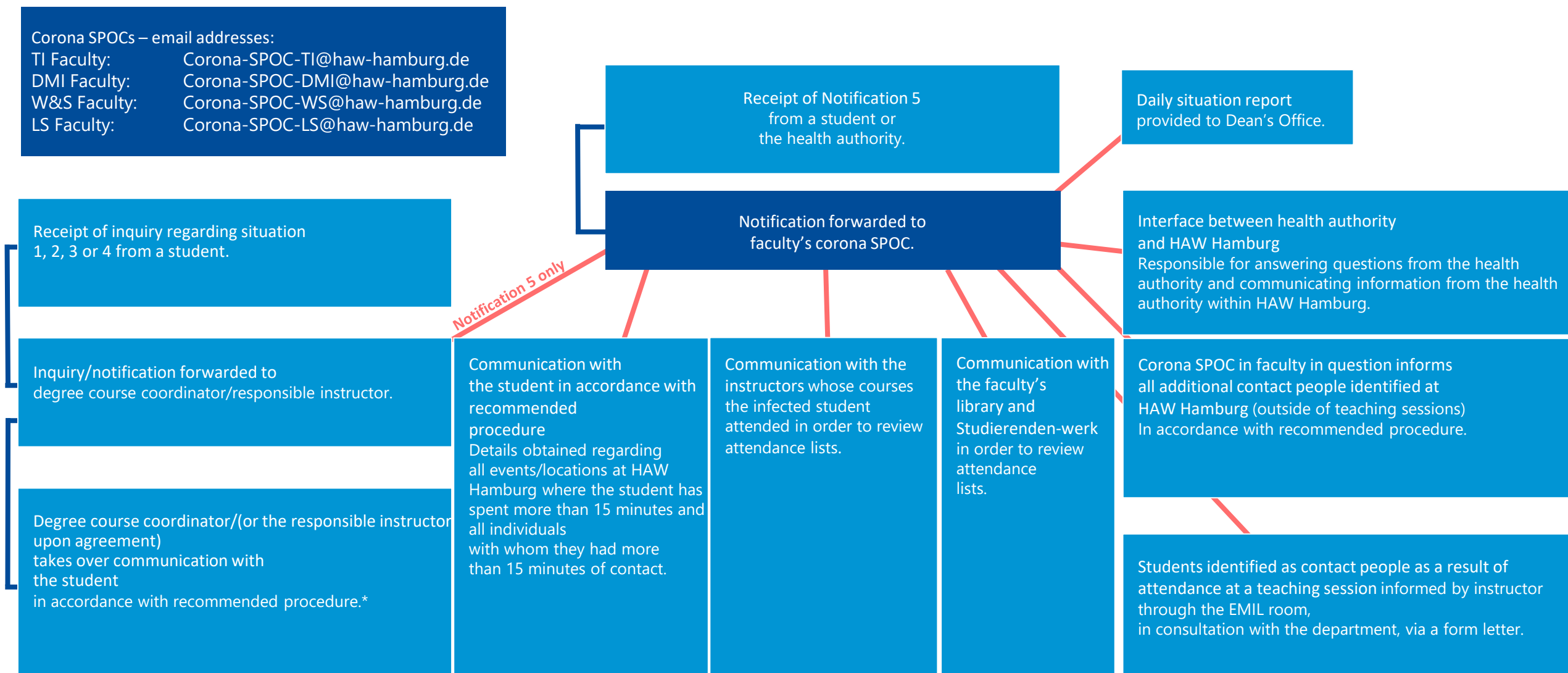
Resolution of situation

- **For contacts:** Presentation of negative Covid-19 PCR test result, or 14 days since contact with infected person and no symptoms.
- **For infected person:** Follow the instructions of the health authority.

Communication with employees/instructors

The corona SPOCs in the faculties will inform those instructors who have been in contact with the person who tested positive – e.g. through a teaching session or practical exercise.

- The instructor has attendance lists for every session and provides these to the corona SPOC upon request.
- The instructor communicates with the students/contacts from the event in question via EMAIL in consultation with the faculty's corona SPOC.
- The instructor is advised to self-quarantine at home for 14 days where possible, to be sure to wear a mouth-nose covering and to maintain the necessary physical distance from others.
- The instructor is prohibited from entering all HAW Hamburg buildings for 14 days.
- Synchronous or asynchronous teaching sessions or an alternative format (not on-campus) should be offered for 14 days from the date of contact.
- Teaching sessions that absolutely require on-campus attendance are to be cancelled and, where possible, held at a later date.
- If exams are planned for the particular course (within 14 days of the date of contact), these should be postponed to a later date if possible. If this is absolutely not possible, mouth-nose coverings must be worn for the entire time and the physical-distancing rule (1.5 metres) must be followed carefully.



* Email templates are available for this communication.

FOR INSTRUCTORS

A HAW Hamburg **instructor** contacts the SPOC with one of the following inquiries/notifications and asks: 'May/can/should I come to HAW Hamburg?'

How do you answer? What needs to be done?



Notification 5
Positive test result
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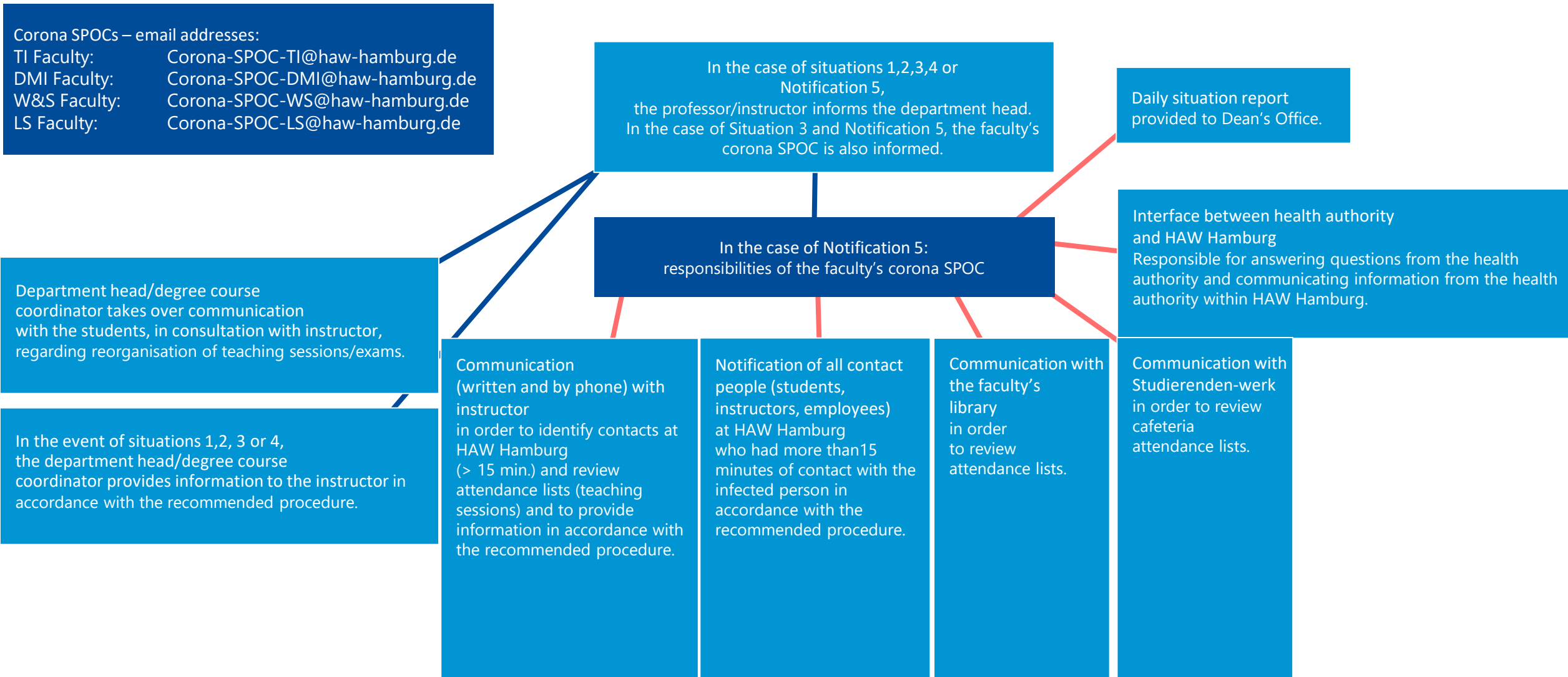
Communication/Recommended procedure

The infected person (instructor) is to follow the instructions of the health authority.

- The infected instructor is prohibited from entering all HAW Hamburg buildings.
- **The infected instructor** informs HAW Hamburg about the infection immediately via the corona SPOC email address for his/her faculty and via the department head and degree course coordinator.
- The infected instructor provides the corona SPOC with their contact information and tel./mobile number.
- The infected instructor provides the corona SPOC with information about all the events/locations at HAW Hamburg where they have recently spent more than 15 minutes.
- The infected instructor informs the corona SPOC about all people at HAW Hamburg (outside of teaching sessions) with whom they have had more than 15 minutes of contact in the previous week (e.g. in the cafeteria, libraries, administration, colleagues, etc.).
- Instructors are requested to coordinate with the corona SPOC and to take responsibility for informing those people (outside of teaching sessions) with whom they had more than 15 minutes of contact time (e.g. in the cafeteria) about the situation and the recommended procedure.
- Teaching sessions must be carried out online or cancelled.
- Teaching sessions that absolutely require on-campus attendance are to be cancelled and, where possible, held at a later date.
- Exams should be invigilated by another person or postponed.
- **All contact people (students/colleagues/employees)** who have spent more than 15 minutes in a room with the infected person (e.g. in a teaching session) will be identified via attendance lists and information from the infected individual, informed via email, and requested, where possible, to self-quarantine (for 14 days or until the health authority has contacted them).
- The contact people are requested to wear a mouth-nose covering in public at all times and to maintain the necessary physical distance from others (1.5 metres).
- Contact people are prohibited from entering any HAW Hamburg buildings (incl. the cafeteria and libraries) for 14 days.

Resolution of situation

- **For contacts:** Presentation of negative Covid-19 PCR test result, or 14 days since contact with infected person and no symptoms.
- **For infected person:** Follow the instructions of the health authority.



FOR EMPLOYEES

A HAW Hamburg **employee** contacts the SPOC with one of the following inquiries/notifications and asks: 'May/can/should I come to HAW Hamburg?'

How do you answer? What needs to be done?

Situation 1
No known contact,
 but non-specific symptoms of illness

Situation 2
Indirect contact
 E.g. through a person at home who has had contact with a person who tested positive

Situation 3
Positive test result
 Without on-campus presence/contacts at HAW Hamburg

Situation 4
Strong suspicion,
 even on the basis of diverse close contacts/non-specific symptoms, of a Covid-19 infection, with time spent at HAW Hamburg following initial contact

Notification 5
Positive test result
 Following on-campus presence and contacts at HAW Hamburg

Recommended procedure

- **Notification:** In the event of non-specific symptoms such as feeling unwell, feeling weak and ill, a new cough, fever (over 37.5°C), loss of sense of taste/smell, etc., a sick note (*Krankschreibung*) must be provided.
- **Action:** Entry to all HAW Hamburg buildings is prohibited.
- **Recommendation:** Contact general physician, obtain diagnosis and stay home.

Communication

- Information to supervisor.

Resolution of situation

- No entry to HAW Hamburg buildings until the person has been symptom-free for two days or can present a negative Covid-19 PCR test result.

Recommended procedure

Action on part of indirect contact person:

- The possibility of working from home (for 14 days) should be discussed with the supervisor.
- Entry to HAW Hamburg buildings only when absolutely essential (for 14 days). Entry should take place when there is less activity, the stay should be as brief as possible and the number of locations should be kept to a minimum.
- If entry to HAW Hamburg buildings is absolutely necessary, strict observance of hygiene rules (wearing of mouth-nose covering at all times).

Communication

- Information to supervisor.
- Priority should be given to enabling work from home.

Resolution of situation

- Person is symptom-free and feels well after 14 days, or can present a negative Covid-19 PCR test result (for themselves or the contact person).

Recommended procedure

- Follow instructions of the health authority.
- **Action:** Entry to all HAW Hamburg buildings is prohibited until a negative Covid-19 PCR test result can be presented or the health authority ends the quarantine.
- **Home office:** If employee has not received a sick note from his/her doctor, the possibility of working from home should be discussed with the supervisor.

Communication

- Information to supervisor.
- Priority should be given to enabling work from home.

Resolution of situation

- Presentation of negative Covid-19 PCR test result or notification by health authority.

Recommended procedure

- **Action:** Self-quarantine; entry to all HAW Hamburg buildings (incl. the cafeteria, libraries, etc.) is prohibited until presentation of negative Covid-19 PCR test result, or 14 days since contact and no symptoms.
- **Home office:** The possibility of working from home should be discussed with the supervisor.

Communication

- Information to supervisor.
- Supervisor must be informed immediately of positive or negative Covid-19 PCR test result.
- Priority should be given to enabling work from home.

Resolution of situation

- Presentation of negative Covid-19 PCR test result, 14 days since contact and no symptoms.

See following slide

Notification 5

Positive test result

Following on-campus presence and contacts
HAW Hamburg

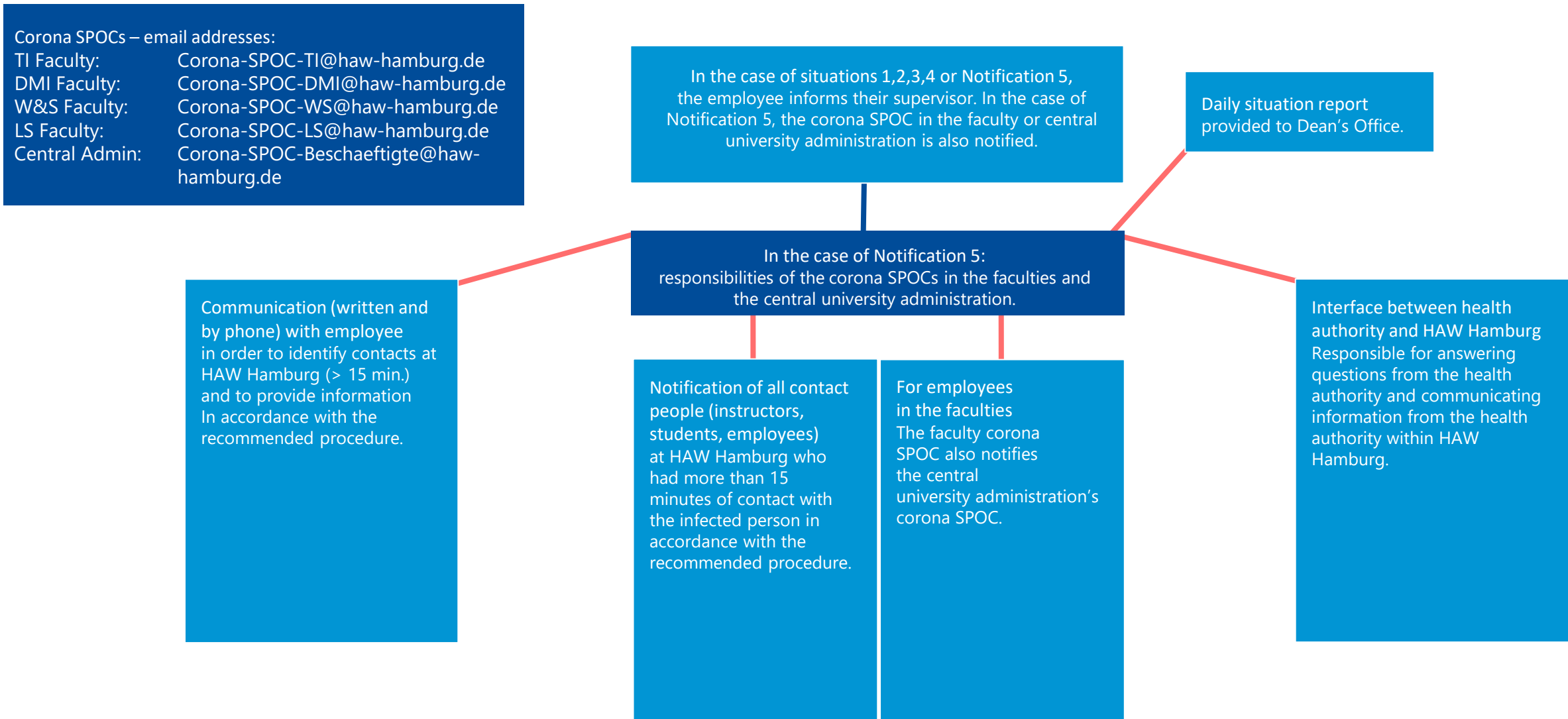
Communication/Recommended procedure

Infected person (employee) is to follow the instructions of the health authority.

- The infected employee is prohibited from entering all HAW Hamburg buildings.
- **The infected person** informs HAW Hamburg immediately about the infection via the corona SPOC email address for their faculty/the central university administration and via their supervisor.
- The employee provides the corona SPOC with their contact information and tel./mobile number.
- The employee informs the corona SPOC about all people at HAW Hamburg with whom they have had more than 15 minutes of contact in the previous week.
- If employee has not received a sick note from his/her doctor, only working from home is permitted.
- **All contact people (colleagues/instructors/students)**, who have spent more than 15 minutes in a room with the infected person (e.g. as part of a work meeting or at lunch in the cafeteria) will be contacted by the corona SPOC and requested, where possible, to self-quarantine (for 14 days or until the health authority has contacted them).
- The contact people are requested to wear a mouth-nose covering in public at all times and to maintain the necessary physical distance from others (1.5 metres).
- Contact people are prohibited from entering any HAW Hamburg buildings (incl. the cafeteria and libraries) for 14 days.

Resolution of situation

- **For contact:** Presentation of negative Covid-19 PCR test result, or 14 days since contact with infected person and no symptoms.
- **For infected person:** Follow the instructions of the health authority.



Email templates for use in response to notifications/situations 1, 2, 3 and 4 will be prepared by the corona SPOC of the respective faculty in accordance with the recommended procedure and corresponding chain of communication and made available to the department heads/degree course coordinators and to supervisors.