

MANAGEMENT OF CORONA CASES AT HAW HAMBURG

Recommended procedures for notifications from employees

Hamburg University of Applied Sciences

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Central University Administration:
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Frau Hartung
Frau Kautz
Herr Link

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Inbox monitored by:

Frau Basch
Herr Plaß
Frau Schempp
Herr Stöcker
Herr Swoboda
Frau Wenzel
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Faculty of Life Sciences (LS):
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Inbox monitored by:

Frau Andree
Frau Bast
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Frau Neugebauer
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Faculty of Engineering and Computer Sciences (TI):
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Inbox monitored by:

Herr Flower
Frau Oestrup
Frau Puchstein
Herr Six

Faculty of Business and Social Work (W&S):
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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

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

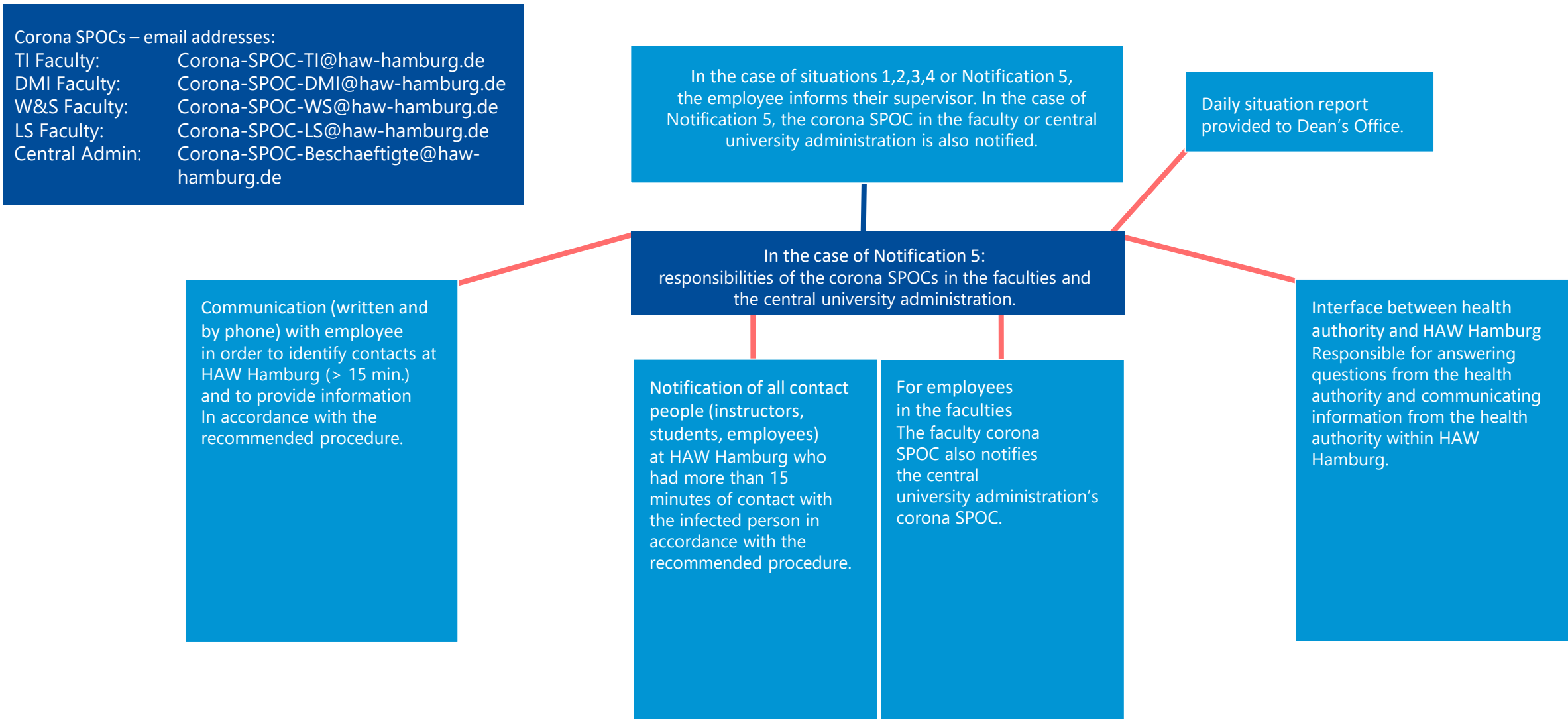
Communication/Recommended procedure

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.