MANAGEMENT OF CORONA CASES AT HAW HAMBURG
Recommended procedures for notifications from employees

Hamburg University of Applied Sciences

Authors:
Prof. Amena Ahmad (Faculty of Life Sciences)
Prof. Dr. Thomas Frischgesell (Faculty of Engineering and Computer Science)
Prof. Dr. Thomas Clemen (Faculty of Engineering and Computer Science)

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Central University Administration:
Corona-SPOC-Beschaeftigte@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: fbls_info@haw-hamburg.de
Mensa: 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?’

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

**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 (Krankenscheibung) 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.

**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:**  
  - 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 (for 14 days), strict observance of hygiene rules (wearing of mouth-nose covering at all times).

**Communication**
- Information to supervisor.

**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**
- **Action:** 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.

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

**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 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.

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

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

See following slide
RECOMMENDED PROCEDURE FOLLOWING NOTIFICATION BY EMPLOYEE

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.
CORONA CHAIN OF COMMUNICATION – EMPLOYEES

Corona SPOCs – email addresses:
- TI Faculty: Corona-SPOC-TI@haw-hamburg.de
- DMI Faculty: Corona-SPOC-DMI@haw-hamburg.de
- W&S Faculty: Corona-SPOC-WS@haw-hamburg.de
- LS Faculty: Corona-SPOC-LS@haw-hamburg.de
- Central Admin: Corona-SPOC-Beschaeftigte@haw-hamburg.de

In the case of situations 1, 2, 3, 4 or Notification 5, the employee informs their supervisor. In the case of Notification 5, the corona SPOC in the faculty or central university administration is also notified.

In the case of Notification 5:
- Responsibilities of the corona SPOCs in the faculties and the central university administration.
- Communication (written and by phone) with employee in order to identify contacts at HAW Hamburg (> 15 min.) and to provide information in accordance with the recommended procedure.
- Notification of all contact people (instructors, students, employees) at HAW Hamburg who had more than 15 minutes of contact with the infected person in accordance with the recommended procedure.
- For employees in the faculties: The faculty corona SPOC also notifies the central university administration’s corona SPOC.

Daily situation report provided to Dean’s Office.

Interface between health authority and HAW Hamburg
Responsible for answering questions from the health authority and communicating information from the health authority within HAW Hamburg.

For employees

To HAW Hamburg

Communication (written and by phone) with employee in order to identify contacts at HAW Hamburg (> 15 min.) and to provide information in accordance with the recommended procedure.

Notification of all contact people (instructors, students, employees) at HAW Hamburg who had more than 15 minutes of contact with the infected person in accordance with the recommended procedure.

For employees in the faculties: The faculty corona SPOC also notifies the central university administration’s corona SPOC.

Daily situation report provided to Dean’s Office.

Interface between health authority and HAW Hamburg
Responsible for answering questions from the health authority and communicating information from the health authority within HAW Hamburg.
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.