

MANAGEMENT OF CORONA CASES AT HAW HAMBURG

Recommended procedures for notifications from professors/instructors

Hamburg University of Applied Sciences

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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

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
Following on-campus presence and contacts at
HAW Hamburg

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.

