MANAGEMENT OF CORONA CASES AT HAW HAMBURG

Recommended procedures for notifications from professors/instructors

Hamburg University of Applied Sciences

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CORONA CONTACT INFORMATION – SPOCs, FACULTIES AND ADMINISTRATION



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 fbsp_info@haw-hamburg.de W&S Faculty: LS Faculty: fbls_info@haw-hamburg.de Studierendenmensa@studierendenwerkwerk

hamburg.de

RECOMMENDED PROCEDURE – NOTIFICATION FROM INSTRUCTOR



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?

Situation 1
No known contact,

but non-specific symptoms of illness

Recommended procedure

- Notification: In the event of nonspecific 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 provided to department head and degree course coordinator.
- Where necessary, information provided to students regarding online format or cancellation of courses.

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:

- 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.
- **Teaching sessions:** Online for 14 days where possible.
- Events requiring on-campus attendance (e.g. lab practicals, exams, etc.) can be carried out if the necessary hygiene measures are strictly observed (wearing of mouth-nose coverings at all times).

Communication

 If the instructor has indeed been infected (positive Covid-19 PCR test), the department head and the corona SPOC must be informed immediately.

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: Can only be carried out online.
- Written examinations: Should be invigilated by another person if possible. Where this is not possible, they must be postponed.

Communication

- Information provided to department head and degree course coordinator.
- Where necessary, information provided to students regarding online format, cancellation of courses/exams, or postponement of exams.

Resolution of situation

 Presentation of negative Covid-19 PCR test result or notification 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 until presentation of negative Covid-19 PCR test result, or 14 days since contact and no symptoms.
- **Teaching sessions:** Must be carried out online.
- Teaching sessions requiring on-campus attendance should be postponed.
- Examinations: Should be invigilated by another person or postponed.

Communication

- Information provided to department head and degree course coordinator.
- Department head/degree course coordinator must be informed immediately of positive or negative Covid-19 PCR test result.
- Where necessary, information provided to students regarding online format, cancellation of courses/exams, or postponement of exams.

Resolution of situation

Presentation of negative Covid-19 PCR test result, or 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 INSTRUCTOR



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.

CORONA CHAIN OF COMMUNICATION – INSTRUCTORS



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

Department head/degree course coordinator takes over communication with the students, in consultation with instructor, regarding reorganisation of teaching sessions/exams.

In the event of situations 1,2, 3 or 4, the department head/degree course coordinator provides information to the instructor in accordance with the recommended procedure.

In the case of situations 1,2,3,4 or Notification 5,

the professor/instructor informs the department head. In the case of Situation 3 and Notification 5, the faculty's corona SPOC is also informed.

In the case of Notification 5: responsibilities of the faculty's corona SPOC

Communication (written and by phone) with instructor in order to identify contacts at HAW Hamburg (> 15 min.) and review attendance lists (teaching sessions) and to provide information in accordance with the recommended procedure.

Notification of all contact people (students, instructors, employees) at HAW Hamburg who had more than15 minutes of contact with the infected person in accordance with the recommended procedure.

Communication with the faculty's library in order to review attendance lists. 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.

Communication with Studierenden-werk in order to review cafeteria attendance lists.