

# MANAGEMENT OF CORONA CASES AT HAW HAMBURG

Recommended procedures for notifications from students

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**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 **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.

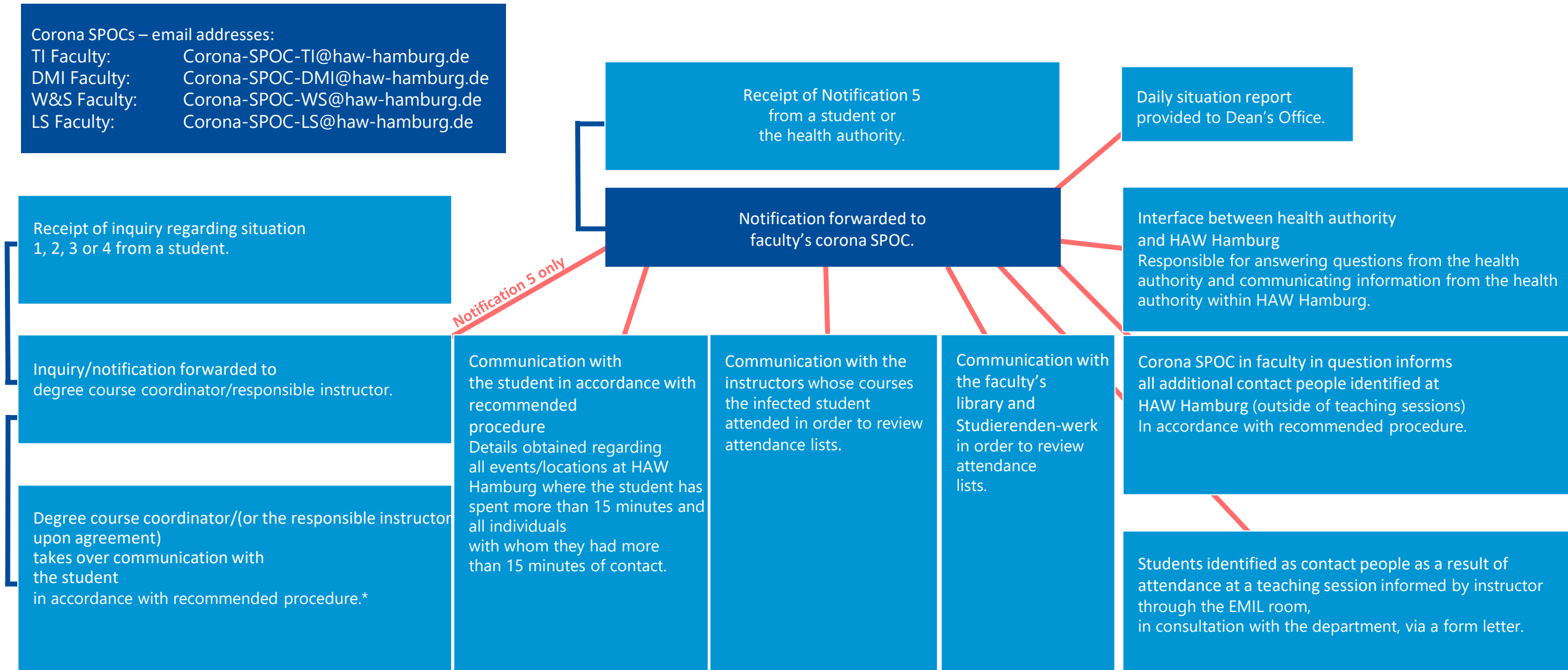
## Resolution of situation

- **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.