## COVID 19 (Coronavirus SARS-CoV-2)

### Process flow in case of infection

**As of: April 20, 2021**

### Objectives:
- Best possible health protection for all TUD members
- Identification and containment of infection chains

### Implementation at TUD:
- Fast tracking of contact persons
- Open and fast communication
- Medical and psychological counseling by the Unit Occupational Health Services
- Close coordination with the public health office (*Gesundheitsamt*)

### Close contact persons according to the Robert Koch Institute (RKI):
- Conversation (face-to-face) irrespective of duration or contact of at least 10 min. at a distance of less than 1.5 m each without adequate protection by medical face mask (e.g. FFP2 mask)
- Exposure to presumably high levels of concentration of aerosols, e.g. insufficiently ventilated interiors > 10 min (also applies when wearing a face mask), celebrations, singing together, indoor sports (regardless of distance)
- Direct contact with secretions or body fluids, e.g. kissing, sneezing
- Staying in a room (< 10 min) or contact situation that is difficult to survey (e.g. group events) and independent of individual risk assessment
  - Quarantine by the public health office until at least 14th day (optional for the last item on the list)

### Responsibilities of the persons involved:

#### I. Employees at TUD
- **with an infection:**
  1. Urgent request for an immediate report to:
     a) Supervisor
     b) Directorate Personnel ([dezernat2@tu-dresden.de](mailto:dezernat2@tu-dresden.de))
     c) Unit Occupational Health Services ([gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de))
  2. List of contact persons at TUD with indication of the work group to a), b), c)
  3. Follow instructions of the public health office (quarantine)
  4. Return to work only after consultation with the supervisor

- **Close contact person from an infection case outside TUD:**
  1. Urgent request for an immediate report to:
     a) Supervisor
     b) Directorate Personnel ([dezernat2@tu-dresden.de](mailto:dezernat2@tu-dresden.de))
     c) Unit Occupational Health Services ([gesundheitsdienst@tu-dresden.de](mailto:gesundheitsdienst@tu-dresden.de))
  2. Follow instructions of the public health office (quarantine, if necessary)
  3. Stay at home, work from home if possible
  4. In case of symptoms, contact the public health office
  5. Return to work only after consultation with the supervisor
- **Contact person to a contact person:**
  No action required
  Exception: Household members of close contact persons should also not work in attendance, work from home if possible.

**II. Supervisors of**

- **Infected employee:**
  1. Immediate information of the workgroup and request to name further contacts in case of infection
  2. All contact persons of the workgroup are sent home immediately, work from home if possible
  3. Immediate information of contact persons of other workgroups via their superiors, if necessary with the support of the Directorate Personnel
  4. Information to Dean, Director of the Institute, Head of Directorate
  5. Consultation by Unit Occupational Health Services if required
  6. If necessary, commission the cleaning of the work surfaces via Unit 4.4 ([techn.dienste@tu-dresden.de](mailto:techn.dienste@tu-dresden.de))

- **Close contact person:**
  1. Contact person is sent home immediately, work from home if possible
  2. Information to Dean, Director of the Institute, Head of Directorate
  3. Consultation by Unit Occupational Health Services if required

**III. Directorate Personnel**

1. Support of the supervisors
2. Consultation by Unit Occupational Health Services if required
3. Receipt of the certificate of inability to work and quarantine certificate
4. Report to the Chancellor, Rector, Directorate Strategy and Communication or Crisis Management Team, Corona Monitoring Group
5. Report to the Saxon State Ministry for Higher Education, Research, Culture and Tourism (SMWK)

**IV. Unit Occupational Health Services**

1. Advising supervisors, Directorate Personnel, e.g. on the group of contact persons to be sent home or sent to work from home
2. Exchange of information between the university and the public health office

**V. Directorate Strategy and Communication**

Communication internal/external