

COVID 19 (Coronavirus SARS-CoV-2)

Process flow in case of infection

As of: 12/10/2020

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 counselling by the Unit Occupational Health Services
- Close coordination with the Public Health Department

Contact persons according to the Robert Koch Institute (RKI):

- Category I contact person (higher risk of infection):
 - Cumulative at least 15 minutes of face-to-face contact, e.g. people in direct conversation
 - Direct contact with secretions or body fluids, e.g. kissing, sneezing
 - exposure to a relevant concentration of aerosols, e.g. celebrations, singing together, indoor sports
 - Quarantine by the Public Health Department (at least until the 14th day)
- Category II contact person (lower risk of infection):
 - Less than 15 minutes of face-to-face contact, e.g. people staying in the same room
 - No direct contact with secretions or body fluids
 - No quarantine by the Public Health Department
 - Instructions to stay at home for at least five days after contact are given by TU Dresden, work from home if possible

Responsibilities of the persons involved:

I. Employees at TUD

- with an infection:

1. Urgent request for an immediate report to:
 - a) supervisors
 - b) Directorate Personnel (Directorate2@tu-dresden.de)
 - c) Unit Occupational Health Services (Occupational Health Services@tu-dresden.de)
2. List of contact persons (I + II) at TUD with information of the workgroup at a), b), c)
3. Follow instructions of the Public Health Department (quarantine)
4. Return to work only after consultation with supervisors

- Contact person category I + II from an infection case outside TUD:

1. Urgent request for an immediate report to:
 - a) supervisors
 - b) Directorate Personnel (Directorate2@tu-dresden.de)
 - c) Unit Occupational Health Services (Occupational Health Services@tu-dresden.de)
2. Follow instructions of the Public Health Department (quarantine)
3. Stay at home, work from home if possible
4. In case of symptoms, contact the Public Health Department

5. Return to work only after consultation with supervisors

- Contact person category I + II to a contact person I + II:

No action required

II. supervisors

- Infected employees :

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 ([Central TechnicalServices@tu-dresden.de](mailto:CentralTechnicalServices@tu-dresden.de))

- Contact person category I+II

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 incapacity to work and quarantine certificate
4. Report to the Chancellor, Rector, Directorate Strategy and Communication or Crisis Management Team
5. Report to the Saxon State Ministry for Higher Education, Research, Culture and Tourism

IV. Unit Occupational Health Services

1. Advising superiors, Directorate Personnel, e.g. on the group of contact persons to be sent home or sent to work from home
2. Interface to the Public Health Department

Directorate Strategy and Communication

Communication internal/external