



Process / questionnaire Cases of infection and contact persons during the corona pandemic

In the following, the procedure is described how to react to a corona infection at the university and how to deal with contact cases.

Preliminary remark / Privacy

The Darmstadt University of Applied Sciences expects all of its members - employees and students - to inform the university immediately in the event of their own corona infection, direct contact with a high risk to an infected person or a quarantine by the health department

Only in this case can measures be taken to effectively protect other people. Corona infection means: there is a positive test for SARS-CoV2, regardless of whether the person affected is ill with symptoms or has so far had a course without symptoms. The contact persons identified are also expected to inform the university immediately about any symptoms that may occur, tests carried out and their results.

The university guarantees that this information will only be passed on outside the reporting chain to persons who have been identified as contact persons with an increased risk of infection. Beyond this circle, neither the name nor the organizational unit of the sick person or the contact persons are given. All persons in the reporting chain described below are obliged to maintain confidentiality outside the reporting chain.

Reporting channel¹:

- Students report to the secretariat of their department,
- Employees contact their respective manager or their deputy,
- Professors should contact their dean or vice dean.

If the person concerned cannot be reached, an email must be sent to pandemie@h-da.de with details of the telephone availability

The person who receives this message clarifies the availability of the infected person by phone and email. If possible, she will already send the questionnaire by email. Department Sicherheit und Umwelt (SiUm) will then be informed immediately by email to pandemie@h-da.de.

SiUm informs the university management.

Determination of the h_da contacts

If the questionnaire has not yet been sent, this will be done by SiUm, possibly also by telephone contact.

¹ The general regulations on reporting sickness remain unaffected. In this context, reference is made to the information sheet of the Human Resources Department „Anzeige- und Nachweispflichten bei Arbeits-/Dienstunfähigkeit“ (in German only). When notifying the Human Resources Department, no information about COVID-19 has to be given.



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The main purpose of the questionnaire is to quickly identify contact persons; Persons in contact with a confirmed COVID-19 case are defined as close contacts (at increased risk of infection) in the presence of at least one of the following situations²:

- Prolonged contact with the infected person (<1.5 m, near field) longer than 10 minutes without adequate protection³.
- Conversation with infected person (face-to-face contact, <1.5 m, regardless of duration of conversation) without adequate protection or direct contact (with respiratory secretion).
- Simultaneous stay of contact person and infected person in the same room with probably high concentration of infectious aerosols independent of the distance for > 10 minutes, also with adequate protection.

Joint participation in courses and examinations in attendance usually is not a contact with an increased risk of infection, as the situations described should not apply due to the distance, the wearing of masks and sufficient ventilation. In special situations (exemption from the mask obligation, shorter distance or long duration of the course), a case-by-case assessment must be made.

The time interval to be considered begins on the 2nd day before the appearance of the first symptoms, in the case of a positive test without any symptoms from the 2nd day before the test.

After the requested information has been returned, the contact persons will be sent home immediately in coordination with the respective manager and are subject to a prohibition of entry for 14 days from the last contact. If possible, you should work from home. You will receive the „Merkblatt für Betroffene (Kontaktpersonen) – Coronavirus-Infektion und häusliche Quarantäne“ (only available in german)⁴.

Prohibition of access to the university during quarantine and isolation

The binding regulatory framework for the quarantine of contact persons or the isolation of infected persons is determined by the responsible public health department.

The university's internal regulations for the prohibition of access to the Darmstadt University of Applied Sciences for infected persons and contact persons may differ from these individual requirements.

² Based on:
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html

³ adequate protection = infected person and contact person wear mouth-nose-protection or FFP2 mask continuously and correctly. The importance of the correct use of the FFP2 mask and the strict adherence to hygiene regulations should be pointed out once again at this point.

⁴ Download from:
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Quarantaene/Flyer.pdf?_blob=publicationFile



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The requirements for infected persons are based on the federal and state resolutions of 07.01.2022⁵. The infected person may re-enter the university after recovery, at the earliest after the following time lapse:

- With negative test result (PCR or antigen): At the earliest 7 days after symptom onset (or after initial detection of the pathogen), or:
- Without test: At the earliest 10 days after symptom onset (or after initial detection of the infection).

The requirements for **contact persons** are also based on the federal and state resolutions of 07.01.2022⁶. They may re-enter the university after the following period of time:

- With negative test result (PCR or antigen): At the earliest 7 days after the last contact with increased risk of infection, or:
- Without test: At the earliest 10 days after the last contact with an increased risk of infection.

During the quarantine period, they should work from home if possible; if necessary, they may be assigned tasks that may differ from their normal work content. If symptoms of disease appear during the quarantine period, a PCR test should be performed immediately. If this shows a positive result, the contact person becomes the infected person.

The following contact persons (not infected persons!) are exempt from the no-entry restriction:

- Students who are boosted or have a comparable status may take part in attendance examinations. This exception does not apply to courses in attendance or visits to the library or learning rooms.
- Employees who are boosted or have a comparable status whose presence at the university is required to ensure time-critical business processes (critical infrastructure). In addition to the activities listed in document A06, this also includes conducting examinations.

Recommendation: After a prohibition of access, persons returning to university should perform an antigen or self-test daily for 7 days before entering the college. The same applies in particular to the persons to whom an exception from the no-entry restriction applies.

Contacts with increased risk of infection

The contact persons affected by the no-entry restriction are persons who have had contact with an increased risk of infection:

⁵ <https://www.bundesregierung.de/breg-de/themen/coronavirus/corona-diese-regeln-und-einschraenkung-gelten-1734724>

⁶ However, the university does not implement an immediate return of vaccinated, boosted or recovered persons because current experience in internal university contact tracing indicates multiple infections of vaccinated contacts (although with an asymptomatic or mild course).



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- Persons who had contact with infected persons at the university during the infectious period as described above. The determination is carried out by the Safety and Environment Department on the basis of the information provided by the infected person.
- Individuals who have had an increased risk contact with an infected person outside of the university and/or have been quarantined by their local health department. Employees who affected by this must report this information to their respective manager, Human Resources (krankmeldung@h-da.de), and the Safety and Environment Department (pandemie@h-da.de).
- People who have received a high-risk contact message via their Corona warning app (red notification). Employees who have received such a message must provide this information to their manager, the HR department (krankmeldung@h-da.de) and Department Safety and Environment (pandemie@h-da.de).

The following situations are not a cause to a no-entry restriction:

- Persons who have received an increased risk contact notification via their Corona Warning app (red notification). The Corona warning app cannot record whether the contact took place outdoors and/or with a mask worn. Previous experience at the university shows that such warnings are rarely followed by an infection.
- Indirect contact with ill persons ("contact from contact"): e.g. someone from the common household was sent to quarantine because a positive case occurred in their vicinity - daycare center, school, work, etc.

The contact persons who are not subject to the prohibition of entry should pay particular attention to any symptoms that may arise in the two weeks after the respective contact, carry out self-tests and, if necessary, reduce social contacts.

Communication within the university

By default, only the contact persons identified are addressed directly in a specific case of infection at the university. In certain cases, e.g. to anticipate possible rumors or to give all people who were not directly addressed the security that they had no relevant contact with the infected person, the Department Safety and Environment can depend on round-mail inform all university members, the employees and / or students of individual departments or the employees of individual administrative departments about the infection situation and the measures taken.

Information about the current situation at the university is published on the Darmstadt University of Applied Sciences homepage.

Information about the organizational unit, the affected contact persons or even the infected person is neither published on the homepage nor via a possible circular mail.



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Communication with the infected person and the contact persons

Department Safety and Environment is in regular contact with the infected person and the contact persons, in order to show them the interest of the university in their well-being and to be able to react to further infections if necessary.

Before returning to the university, a mail correspondence (pandemie@h-da.de) should be sent to approve the return to the university. In the case of a negative test result, it has to be provided.



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questionnaire for sick person

information on availability

name: _____
availability by phone: _____
availability by email: _____
responsible health department: _____

job/workplace information

department/subject area: _____
direct manager/executive: _____
workplace (building/room): _____
changing workplaces: _____

information on the passage of time

last attendance at the university: _____
first symptoms noticed when (date): _____
date of coronatest: _____
positive result (date): _____

details of the contact persons at Hochschule Darmstadt

name:	date:	type of contact (s.p. 2):
_____	_____	_____
_____	_____	_____
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details of the contact persons at Hochschule Darmstadt

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