

## INSTRUCTIONS FOR ACTION IN CASE OF A SUSPECTED COVID-19 INFECTION

(updated October 9, 2020)

These instructions are based on the recommendations for action of the Federal Ministry of Social Affairs, Health, Care and Consumer Protection, which can be read in detail here (in German only):

- [Informationen für Kontaktpersonen \(PDF, 367 KB\) \(29.09.2020\)](#)
- [Behördliche Vorgangsweise bei SARS-CoV-2 Kontaktpersonen: Kontaktpersonennachverfolgung \(PDF, 199 KB\) \(25.09.2020\)](#)

(Detailed coronavirus information of the Federal Ministry in English can be found at [www.sozialministerium.at/en/Coronavirus.html](http://www.sozialministerium.at/en/Coronavirus.html))

The Angewandte COVID staff unit ("Stabsstelle") acts as your first contact point for any suspected case of illness or disease. Questions or queries can be directed to [covid@uni-ak.ac.at](mailto:covid@uni-ak.ac.at) at any time.

### **Suspected cases**

#### **1) Suspicion based on symptoms**

You are showing acute symptoms of respiratory infection without any "plausible explanation or cause". This includes the sudden onset of cough, fever and/or shortness of breath.

- If not already done: Contact the Health Hotline 1450 immediately to make arrangements for testing.
- Inform the Angewandte COVID staff unit by e-mail ([covid@uni-ak.ac.at](mailto:covid@uni-ak.ac.at)) of the suspicion, stating
  - first name/last name of the sick university member;
  - departmental affiliation (for students, this is the department of the ZKF);
  - for students: student number.
- The COVID staff unit informs your head of department about the suspicion and your absence.
  - If you are an employee, the Human Resources Department is also informed. Depending on your state of health and in consultation with your supervisor, you will be sent on sick leave based on a doctor's note or be asked to work from home until the test result is available.
  - If you are a student, your course lecturers will also be informed.
- Until the matter has been fully clarified, you may not enter the premises of Angewandte. Please inform the COVID staff unit immediately once the test result is available and enclose the result.
- If the test result is positive, the regulations for confirmed cases apply (see below). If the test result is negative, you can return to Angewandte as soon as your symptoms have subsided.

## 2.) Suspicion based on contact with a confirmed COVID-19 case (K1)

You have been in direct contact with a confirmed COVID-19 case during the infectious period (from 48h before the confirmed COVID-19 case showed first symptoms)<sup>1</sup>.

- If not already done: Contact the Health Hotline 1450 immediately to make arrangements for testing.
- Inform the Angewandte COVID staff unit by e-mail (covid@uni-ak.ac.at) of the suspicion, stating
  - first name/last name of the sick university member;
  - departmental affiliation (for students, this is the department of the ZKF);
  - time of last contact with the confirmed COVID-19 case;
  - for students: student number.
- The COVID staff unit informs your head of department about the suspicion and your absence.
  - If you are an employee, the Human Resources Department is also informed. Depending on your state of health and in consultation with your supervisor, you will be sent on sick leave based on a doctor's note or will be asked to work from home until the test result is available.
  - If you are a student, your course lecturers will also be informed.
- Until the matter has been fully clarified, you may not enter the premises of Angewandte. Please inform the COVID staff unit immediately once the test result is available and enclose the result.
- If your test result is positive, the regulations for confirmed cases apply (see below). If the test result is negative, stay at home until 10 days after the last contact with the confirmed case. You are not allowed to enter the premises of the Angewandte.

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<sup>1</sup> Persons (a) who live in a shared household, (b) who have been in verbal contact at a distance of less than two metres and for 15 minutes or longer, (c) who have been in a closed room with a positively tested person at a distance of less than two metres and for 15 minutes or longer, (d) who have most likely been exposed to a relevant concentration of aerosols, regardless of the distance, e.g. (e) in direct contact with secretions (e.g. coughing), (f) in direct physical contact (shaking hands), (g) in the immediate vicinity of a person sitting next to them on an airplane or in other long-distance means of transportation such as a bus or train.

### 3.) Suspicion based on contact with a K1 contact or remote contact with a confirmed COVID-19 case (K2)

You have been in direct contact with a confirmed COVID case within the safe distance (more than two metres) or for less than 15 minutes, or you have been in direct contact with a person who is now considered a K1 contact and in home quarantine.<sup>2</sup>

- The Angewandte COVID staff unit is not to be informed.
- Home quarantine is not required, but please monitor your health state closely until ten days after the last contact, reduce personal contacts with third parties and make a list of contacts.
- Wherever possible, switch to distance mode. In personal contact, it is essential to keep the greatest possible distance (ideally more than two metres) and to observe the hygiene measures (wear a mask, wash hands).
- If you notice any symptoms, contact the Health Hotline 1450 immediately and follow the steps described under 1).

### Confirmed COVID-19 case (K)

You have just received a positive test result.

- Immediately inform the Angewandte COVID staff unit (covid@uni-ak.ac.at) about the positive test result, including
  - **first name/last name** of the sick university member;
  - **departmental affiliation** (for students, this is the department of your ZKF);
  - **a list of those courses** that you have attended with physical presence within the last 48 hours;
  - **a list of rooms** outside your own department that have been entered within the last 48 hours (room plans and room numbers can be found here);
  - **a list of names** of those university members with whom you have been in direct contact within the last 48 hours.
- Until complete recovery, you may not enter the premises of Angewandte.
- As soon as the COVID staff unit has been informed about a COVID-19 case, the respective departmental management, the responsible contact persons in teaching and administration as well as potential contact persons will be contacted immediately by the staff unit, so that the necessary steps of further action can be initiated.

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<sup>2</sup> Persons who have cumulatively had face-to-face contact with a confirmed case for less than 15 minutes at a distance of two metres or less, or persons who have stayed in the same room (e.g. classroom, meeting room, room of a health facility) with a confirmed case at a distance of two metres or less for 15 minutes or longer, or at a distance of two metres or less for less than 15 minutes, respectively.