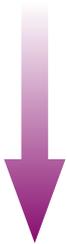


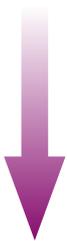
# Reporting trail for employees with lab-confirmed coronavirus infections

Employee



1. immediately goes into domestic isolation.
2. immediately calls or e-mails their supervisor and the corona crisis management team under [corona@uni-kiel.de](mailto:corona@uni-kiel.de) and provides the following information:
  - a. Surname, first name, telephone number, institute
  - b. Date of the PCR test
  - c. Date when the first symptoms appeared (if applicable)
  - d. Place of residence and the responsible health authority (cf. [RKI postal code tool](#)), if known, contact to the health authority and measures ordered by the health authority (e.g. length of isolation).
3. enters the confirmed coronavirus infection in the Corona-Warn-App.
4. if signs of illness appear, sends a certificate of incapacity to work (Arbeitsunfähigkeitsbescheinigung) to Human Resources (see the relevant information on this here: <https://bit.ly/cau-au>).
5. coordinates the return to work with the supervisors once the employee is well again or isolation expires.

Coordinator at the  
crisis management  
team



1. coordinates measures for the institute or university with the supervisor in agreement with the University Board. The responsible health authority decides about any additional measures, if applicable.
1. informs [corona@uni-kiel.de](mailto:corona@uni-kiel.de)
2. identifies the close contacts<sup>1</sup> together with the infected person.  
(Two days before positive test or appearance of disease symptoms.)
3. informs the employees in their own department and potentially in adjacent institutes of the existing case of infection, while preserving the anonymity of the infected person.  
Do not use public groups on social media to do this.
4. informs [corona@uni-kiel.de](mailto:corona@uni-kiel.de) about the further procedure.
5. reports corona-related absence, e.g. due to sick leave of the employee by using the online form ([www.uni-kiel.de/personal/de/formulare/00intern](http://www.uni-kiel.de/personal/de/formulare/00intern)).
6. coordinates the return to work with the employee.  
([CAU information for employees](#) and [RKI information](#))

The supervisor

**! Please act responsibly. Inform your private contacts and comply with the isolation orders.**

Date: 17.02.2022

<sup>1</sup> People with "close contact" are defined by the Robert Koch Institute (RKI) as the same category as "close contact persons" and have an increased risk of infection. This includes people who had contact to an infected person under the following parameters: 1. Spending time in close proximity to the infected person (< 1.5m) for longer than 10 minutes without adequate protection (adequate protection = case and contact person wore a surgical mask or FFP2 mask correctly and for the whole time). 2. A conversation with the infected person took place (face-to-face contact, < 1.5m, regardless of the length of the conversation) without adequate protection or there was direct contact with respiratory secretions. 3. The contact person (and the infected person) spent time in the same room with probably high concentrations of infectious aerosols, regardless of social distancing, for longer than 10 minutes, even if a surgical mask or FFP2 mask was worn correctly and for the whole time. The naming of close contacts may be necessary in the professional environment for possible investigations in the event of an occupational accident due to SARS-CoV-2 infection.