

Reporting trail for **Employees** with lab-confirmed coronavirus infections

Employee



1. immediately informs their supervisor and the corona crisis management team by telephone or e-mail under corona@uni-kiel.de and provides the following information:
 - a. Surname, first name, telephone number, institute
 - b. Date of the test
 - c. Documentation of days of attendance and the rooms used, backdated until 2 days before the test or 2 days before symptoms appeared
 - d. Place of residence or 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).
2. enters the confirmed coronavirus infection in the Corona-Warn-App.
3. when acute 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>).
4. coordinates the return to work with the supervisors once the employee is well again or the quarantine period has expired.

Coordinator at the
crisis manage-
ment team



1. coordinates measures for the institute or university with the supervisor in agreement with the University Board. The health authority grades contact persons and decides about quarantine measures for additional employees.

The supervisor

1. informs corona@uni-kiel.de and has the following ready:
 - a. Documentation of days of attendance for all employees and the rooms used
 - b. Employee contact details
 - c. The hygiene concept for the specific department, if prescribed.
2. sends additional employees with direct contact¹ to the infected person provisionally to work from home, until the health authority's opinion on necessary quarantine is submitted.
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. implements any measures ordered by the health authority and informs corona@uni-kiel.de about their implementation.
5. coordinates tasks which can be carried out at home with employees who are not sick and who have been sent into quarantine.
6. deals with the employee's sick note using an online form (www.uni-kiel.de/personal/de/formulare/00intern).
7. coordinates the return to work when employees who have been sent into quarantine come back when they are well.

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¹ People with "direct contact" are category I contacts according to the Robert Koch Institute (higher risk of infection). These include people who have been closer than 1.5 metres to an infected person for at least 15 minutes up to two days before symptoms appeared. They also include all people who spent time in a poorly ventilated room with an infected person, regardless of social distance and also up to two days before symptoms appeared.