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

**Student**

1. immediately calls or e-mails the **responsible Dean’s Office** (see below) and the corona crisis management team under corona@uni-kiel.de and provides the following information:
   a. Surname, first name, telephone number, degree programme, stu-number
   b. Date of the PCR test
   c. Date when the first symptoms appeared (if applicable)
   d. An overview of the lectures attended and presence on campus, backdated until 2 days before the test or 2 days before symptoms appeared.
   e. Place of residence and the responsible health authority (cf. RKI postcode), 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. calls in sick for attendance events by notifying the lecturer and does not take part in any face-to-face events, including exams, until the health authority lifts the quarantine (see **compensation for disadvantages**).

**Coordinator at the crisis management team**

1. reviews measures for the university or degree programme and coordinates these in agreement with the University Board and the Dean’s Office. The relevant health authority is responsible for categorising contact persons and the decision on quarantine measures for other students and employees.

**The Dean’s Office**

1. informs the affected lecturer about the occurrence of a coronavirus infection in the teaching event.

2. asks the lecturers to inform the other participants of a teaching event of the existing case of infection as quickly as possible, while preserving the anonymity of the infected person. Do not use public groups on social media to do this.

3. implements any measures ordered by the crisis management team or the health authority and informs corona@uni-kiel.de about their implementation.

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Please have a look at your faculty’s websites to find the contacts at the Dean’s Offices. You may also find additional information about the procedure there, too. If you are unable to quickly locate the responsible contact person, or it is outside of the office hours, please call the CAU’s main gate at 0431/880-2222 which can immediately arrange contact to the crisis management team.

Lecturers or other people at the university who have been informed by students about lab-confirmed cases of infection or contact with infected people should please immediately contact the CAU’s crisis management team at corona@uni-kiel.de.

Stand: 16.11.2021