

Reporting trail for students with lab-confirmed coronavirus infections

Student



1. immediately informs the **responsible Dean's Office** (s.u.) **und** 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, degree programme, stu-number
 - b. Date of the test
 - c. An overview of the lectures attended and presence on campus, backdated until 2 days before the test or 2 days before symptoms appeared
 - 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).
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. coordinates measures for the university or degree programme in agreement with the University Board, the Dean's Office and the affected lecturer. 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 corona@uni-kiel.de and has the following ready:
 - a. An overview of the face-to-face events and rooms affected
 - b. An overview of the employees the affected person had contact with
 - c. If applicable, hand-written attendance lists in addition to the general CAU contact tracing (with QR codes in rooms)
 - d. Hygiene concept(s) for the face-to-face events affected and rooms with hygiene concepts, e.g. labs
2. informs any other students and employees with direct contact¹ to the infected person, while preserving their anonymity, and urges them not to enter university premises until the health authority has decided on any necessary quarantine periods or other measures.
3. informs the other participants at a lecture, people at the affected institute and potentially in directly 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.

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 is manned 24/7 and 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.

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.