

Reporting suspected and confirmed COVID-19 cases

Obligation to notify authorities by TU Graz staff

In each of the cases listed below, the staff member concerned immediately contacts their own management of the organisational unit and informs the central reporting office of TU Graz (Personnel Department) via the e-mail address: coronameldung@tugraz.at .

The management of the OU immediately reports to the central reporting office (coronameldung@tugraz.at) in order to coordinate the further course of action.

The management of the OU notifies the responsible Dean or the superior member of the Rectorate.

The management of the OU documents the measures taken with the case report form and forwards it to the central reporting office.

The central reporting office informs the Health Office Graz (gesundheitsamt@stadt.graz.at) about all COVID-19 cases by enclosing the case report form.

The central reporting office informs the Federal Ministry of Education, Science and Research of all suspected or confirmed COVID-19 cases (hochschule-meldet@bmbwf.gv.at - overview list).

1. Definition of terms:

Symptoms:

The following clinical criteria (with or without fever) are considered symptoms of a COVID-19 infection:

- Cough
- Sore throat
- Shortness of breath
- Catarrh of the upper respiratory tract
- Sudden loss of taste/smell

Contact person 2 - low risk of infection

Loose contact with a person infected with COVID-19:

During the period of contagiousness, you had the following contact with a person infected with COVID-19 (= 48 hours before the onset of the disease, i.e. the appearance of the symptoms, and up to 10 days after the onset of the disease):

- cumulative for less than 15 minutes at a distance;
≤ 2 metres face to face;
- in the same room (e.g. office, meeting room, classroom, etc.) at a distance of ≥ 2 metres for 15 minutes or longer or at a distance of ≤ 2 metres for less than 15 minutes.

Contact person 1 - high risk of infection

Close contact with a person infected with COVID-19:

During the period of contagiousness, you had the following contact with a person infected with COVID-19 (= 48 hours before the onset of the disease, i.e. the appearance of the symptoms, and up to 10 days after the onset of the disease):

- contact in the household
- direct physical contact (e.g. shaking hands)
- unprotected, direct contact with infectious secretions of a COVID-19 case (e.g. coughing, touching used handkerchiefs with bare hands, etc.)
- contact cumulative for 15 minutes or more at a distance of ≤ 2 metres face-to-face
- in the same room (e.g. office, meeting room, classroom, etc.) with a COVID-19 case at a distance of ≤ 2 metres for 15 minutes or longer

- supervising a COVID-19 case directly without wearing adequate personal protective equipment, or if contamination is suspected despite personal protective equipment
- in a plane or other long-distance means of transport such as tour bus or train:
 - Passengers who have sat within 2 seats (in each direction) to a COVID-19 case, regardless of the travel time
 - Other passengers, if one of the contact types listed above applies

Suspected COVID-19 case:

If the symptoms described above occur and

- there is no other plausible cause and/or
- the person has been in contact with a person infected with COVID-19 and/or
- the person has been in a COVID-critical area in the past 10 days

this person is considered a suspected case.

Confirmed COVID-19 case:

Any person with laboratory diagnostic evidence of a SARS-CoV-2 infection, regardless of the symptoms.

2. Reporting cases:

1. You are showing no symptoms, but you have been in loose contact with a person who is a confirmed COVID-19 case (contact person 2):

Procedure at TU Graz:

- Report immediately to the management of your organisational unit and the central reporting office (coronameldung@tugraz.at)
- The management of the OU coordinates individual measures with the central reporting office depending on the specific situation (e.g. no lectures, no attendance at meetings, separate office, use of a filtering face piece requirement, etc.).
- The management of the OU notifies the responsible Dean or the superior member of the Rectorate.

Personal behaviour:

- For 10 days of your last contact with a COVID-19 case, you should
 - greatly reduce all your social contacts;
 - not attend any events or visit meeting places or community facilities such as kindergartens;
 - not use public transport.
- For the first 10 days after the last contact, you should also monitor your state of health and record the findings in a diary:
 - take your temperature twice a day;
 - pay attention to respiratory symptoms (sore throat, cough, shortness of breath);
 - keep a list of people with whom you have a total of approx. 15 minutes of conversation/contact.
 - Example for a diary at:
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html

- If your state of health worsens, please call the health service hotline 1450 immediately:
 - If you start to feel sick and develop symptoms such as a cough, a sore throat, shortness of breath or other respiratory symptoms, a fever or the symptoms of a flu-like infection, but also vomiting and diarrhoea.
 - If your condition becomes life-threatening (e.g. heart attack, stroke), immediately call the emergency number 144.

2. You are showing no symptoms, but you have been in close contact with a person who is a confirmed COVID-19 case (contact person 1):

Procedure at TU Graz:

- Do not leave your home. Do not receive any visitors and report immediately to the management of your organisational unit and the central reporting office (coronameldung@tugraz.at)
- As soon as a “separation notice” (quarantine notice, please note duration) is available, it must also be forwarded to the management of the OU and the central reporting office.
- The management of the OU immediately reports to the central reporting office in order to coordinate the further course of action.
- The management of the OU notifies the responsible Dean or the superior member of the Rectorate.
- The management of the OU determines with whom you had close contact at TU Graz (case report form).
- The management of the OU documents the measures taken with the case report form and forwards it to the central reporting office.
- The management of the organisational unit informs all employees of their respective OU.

Personal behaviour:

- Reduce all social contacts within the household.

- Monitor your health and record the results in a diary:
 - take your temperature twice a day;
 - pay attention to respiratory symptoms (sore throat, cough, shortness of breath);
 - avoid conversation as far as possible.
 - Compile a list of people with whom you had conversations lasting more than 15 minutes in the last 2 days before the onset of symptoms and thereafter.
 - Example for a diary at:
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html
- If your state of health worsens, please call the health service hotline 1450 immediately:
 - if you start to feel sick and
 - develop symptoms such as a cough, a sore throat, shortness of breath or other respiratory symptoms, a fever or the symptoms of a flu-like infection, but also vomiting and diarrhoea
 - If your condition becomes life-threatening (e.g. heart attack, stroke), immediately call the emergency number 144.

3. You are showing <u>symptoms</u> in a building at TU Graz:
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Procedure at TU Graz:

- Immediately put on a filtering face piece (FFP) and go to a separate location to isolate yourself from all the other people. From this isolated location inform the management of the organisational unit and the central reporting office and wait for further instructions.
- Immediately call the health service hotline at 1450 and follow their instructions. If the health service cannot be reached by phone within a reasonable period of time and you have very severe symptoms (e.g. shortness of breath), please call the emergency number 144.
If you are able to do so, please make your way home quickly and safely wearing a filtering face piece. At home, avoid all contact with family

members and, if you were not able to do so until then, call the health service hotline 1450.

Contact the central reporting office immediately.

After clarifying the matter with the health service hotline, inform the management of the OU and the central reporting office about the results so that they can take further action if necessary.

- While you are waiting for instructions from the health authorities, please reduce any and all contact with people to what is absolutely necessary.
- All people present should follow the rules of personal hygiene and keep a distance of at least two metres. All employees should stay at their workplace and await further instructions.
- The management of the OU informs all those involved about the situation (including visitors).
- The management of the OU will work with you to trace all people who have come into contact with you. Follow the further instructions of the health authorities. Work with them on the epidemiological investigation.
- The management of the OU ensures that all work equipment (tools, table surfaces, keyboard, telephones, etc.) and general contact surfaces such as door latches, etc. that you probably used are disinfected.

4. You are showing <u>symptoms</u> and are <u>suspected case</u>
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Procedure at TU Graz:

- Contact the health service hotline 1450 immediately and stay at home.
- Notify the management of the OU and the central reporting office (coronameldung@tugraz.at).
- The management of the OU immediately reports to the central reporting office in order to coordinate the further course of action.
- The management of the OU notifies the responsible Dean or the superior member of the Rectorate.
- Keep the management of your OU and the central reporting office informed about your examinations (possible test results or notification).

- The management of the OU determines with whom you were in contact at TU Graz -> possibly also informing other OUs.
- If the suspected COVID-19 case is confirmed as negative, the implemented measures are stopped.

Personal behaviour:

- Please do not receive any visitors.
- The health authorities (district administration/municipal administration of Graz) will contact you.
- The public health officer of the district administration will interview you and provide you with further instructions with regard to necessary surveillance according to sanitary police regulations, behavioural measures and hygiene regulations, etc. to be observed.
- If your state of health worsens, especially if you experience difficulty breathing, please call the health service hotline 1450 immediately. You should also inform your local health authority/district administration of any change in your state of health.
- If your condition becomes life-threatening (e.g. heart attack, stroke), immediately call the emergency number 144.

5. <u>You are proven to have COVID-19:</u>
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Procedure at TU Graz:

- Immediately inform the management of the organisational unit and the central reporting office (coronameldung@tugraz.at) and forward the “separation notice” (quarantine notice) to the central reporting office as soon as it is available.
- The management of the OU/central reporting office informs the Rector immediately.
- The management of the OU notifies the responsible Dean or the superior member of the Rectorate.
- The central reporting office informs the Communications and Marketing department (anonymously).

- The management of the organisational unit informs all employees of their respective OU.
- The management of the OU determines with whom you had close contact at TU Graz (contact person 1). Such persons are sent home (home office or exemption) for 10 days (from contact) by the management of the OU -> possibly notification of other OUs.
- The management of the OU determines with whom you had loose contact at TU Graz (contact person 2). These persons are documented and notified by the management of the OU.

Official procedure:

- Registration by name, collection of telephone number, e-mail address, place of work, occupation and living conditions.
- Survey of contact persons and qualification according to risk class.
- Survey of other people suspected of being ill in the area.
- Official separation for the duration of the illness (quarantine)
You must immediately report a quarantine to the management.