

## Reporting COVID-19 cases

Obligation to notify authorities by TU Graz students

Every student at TU Graz who has contracted COVID-19 or who is suspected of having contracted the virus, must inform the central reporting office of TU Graz immediately via the email address ([coronameldung@tugraz.at](mailto:coronameldung@tugraz.at)).

The central reporting office set up in the Personnel Department is the first point of contact and coordinates the necessary implementation steps for further action.

The reporting office “VRL” of the Vice Rector for Academic Affairs determines whether the person reporting is actually a student of TU Graz, finds out in which courses/exams they have participated in the last 48 hours before symptoms occurred, respectively in which learning areas, libraries and drawing studios they were present and takes the necessary steps (communication with teaching staff of the course/learning area/library/drawing studios) to gather the necessary information.

The management of the organisational unit of the teaching staff responsible for the course/exam attended by the student then implements the measures required within the organisational unit and documents them.

The central reporting office informs the Health Office Graz ([gesundheitsamt@stadt.graz.at](mailto: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](mailto: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 within 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  $\leq 2$  metres face-to-face
- in the same room (e.g. office, meeting room, classroom, etc.) with a COVID-19 case at a distance of  $\leq 2$  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

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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 symptoms in a building at TU Graz:

### **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.
- At courses/exams: The teaching staff of the course immediately notifies the management of the OU and the central reporting office.
- 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. Avoid all contact with family members and from there, if you were not able to do so until then, call the health service hotline 1450. Once you have made contact with the health service, inform central reporting office ([coronameldung@tugraz.at](mailto:coronameldung@tugraz.at)).
- 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.
- The teaching staff of the course inform all those involved about the situation (including visitors).
- Follow the further instructions of the health authorities. Work with them on the epidemiological investigation.
- The teaching staff of the course ensure 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.

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

- If you are showing symptoms, contact the health service hotline 1450 immediately and stay at home.
- If you were in contact with other students or employees of TU Graz 48 hours before the symptoms occurred, contact the central reporting office of Graz University of Technology immediately ([coronameldung@tugraz.at](mailto:coronameldung@tugraz.at)).
- The reporting office of the Vice Rector for Academic Affairs uses the case report form to determine all courses/exams/learning areas/libraries/drawing studios attended by you, with which other people you were in contact at Graz University of Technology and, if employees of Graz University of Technology are affected, informs the relevant management of the organisational unit and the central reporting office.
- Keep TU Graz (e-mail address) up to date on your ongoing case (possible test results or notification).
- The management of the OU notifies the responsible Dean or the superior member of the Rectorate.
- 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.

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

- Immediately inform the central reporting office of TU Graz via e-mail at [coronameldung@tugraz.at](mailto:coronameldung@tugraz.at).
- The reporting office of the Vice Rector for Academic Affairs uses the case report form to determine all courses/exams attended by you and all learning areas/libraries/drawing studios you were present at, with which other people you were in contact at Graz University of Technology and informs the teaching staff of the course/exam, the corresponding OU management and, if employees of TU Graz are affected, the central reporting office.
- The reporting office of the Vice Rector for Academic Affairs determines all other people with whom the confirmed COVID-19 case 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.
- They forward the “separation notice” (quarantine notice) to the central reporting office.
- The management of the OU notifies the responsible Dean or the superior member of the Rectorate.
- The central reporting office informs the Rector and the Communications and Marketing department immediately (and anonymously).
- The management of the organisational unit informs all employees of their respective OU.
- The reporting office of the Vice Rector for Academic Affairs determines with whom you had loose contact at TU Graz (contact person 2). These persons are documented and notified.
- The reporting office informs all students who are registered for the course/exam or who were present at the other rooms affected.

**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)
- Immediately report any developments to [coronameldung@tugraz.at](mailto:coronameldung@tugraz.at).