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).

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

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

The central reporting office documents anonymously all suspected and confirmed cases via the online reporting system of the Federal Ministry of Education, Science and Research.
1. **Definition of terms:**

**Symptoms:**

The following clinical criteria are considered symptoms of a COVID-19 infection:

- Cough
- Sore throat
- Shortness of breath
- Sudden loss of taste/smell

**Contact person 1 (KPI), contact person 2 (KP2), suspected case** and the effect of the **recovered** or **vaccinated** status on the classification are defined according to the specifications of the Federal Ministry of Social Affairs, Health, Care and Consumer Protection:

- PDF with current definitions (in German)
- Information in various languages

The decision to classify as KPI or KPII is made exclusively by the health authorities, not by TU Graz.

2. **Reporting cases:**

**Procedure at TU Graz:**

- Immediately put on a filtering face piece (FFP2 mask) 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 institute/ 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 (FFP2 mask). 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 the central reporting office (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.

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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.

You are showing symptoms and are suspected case

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).
- 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 institute/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 institute/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 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.
You are proven to have COVID-19

Procedure at TU Graz:

- Immediately inform the central reporting office of TU Graz via e-mail at 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 institute/OU management, students you had contact with and, if employees of TU Graz are affected, the central reporting office.
- They forward the “separation notice” (quarantine notice) to the central reporting office.
- The management of the institute/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.

Official procedure by authorities:

- 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.