Reporting chain employees (as of 06.11.2020)

To prevent the spread of SARS-CoV-2 at the TU Braunschweig, all local contact persons of category I (RKI definition) are to be recorded:
https://www.rki.de/DE/Content/InfAZ/N/Neuartiges_Coronavirus/Kontaktperson/Management.html

Dealing with contact persons of confirmed COVID-19 cases
Persons who have had contact with a confirmed COVID 19 case ("source case") during the infectious time interval are referred to as "contact persons". The infectious time interval is variable and depends on whether or not the subject became symptomatic during the SARS-CoV-2 infection.

The infectious time interval for symptomatic cases with known symptom onset:
From the 2nd day before the appearance of the first symptoms of the case until at least 10 days after the onset of symptoms, or longer if the symptoms are severe or persistent.

The infectious time interval for asymptomatic cases:
In situations where no further information on the source of infection is available for the asymptomatic case and no special risk situation is involved (e.g. hospital), the laboratory evidence can be assumed as an approximation for the onset of symptoms in analogy to symptomatic cases, thus persons with contact from 48h before the sample collection date must be followed up. The end of the infectious period is therefore assumed to be 10 days after specimen collection.

Category I contact persons with close contact ("higher" risk of infection):

Relevant for the TU Braunschweig may be:
- Persons with cumulative face-to-face contact of at least 15 minutes with a source case, e.g. during a conversation
- Persons who stayed > 30 minutes in the same room as the source case or who were exposed with high probability to a relevant concentration of aerosols - even at a distance of more than 1.5 m from the source case (e.g. meetings, lectures, sports activities, singing)
- Persons in a relatively confined space or in a contact situation with the confirmed COVID-19 case that is difficult to survey (e.g. school class), regardless of the individual risk assessment.

1.) Reporting chain - Who informs whom in case of a person tested positive for the corona virus (SARS-Cov-2) at the TU Braunschweig?
- The affected employee (= source case) remains in isolation (quarantine) ordered by the public health department and informs immediately:
  o management or superior of the institute or facility
  o Personnel department by e-mail: abt12-corona-meldung@tu-braunschweig.de
  o Company doctor by e-mail: baed@tu-braunschweig.de
- The affected employee (= source case) informs - only his manager - the names of all contact persons as soon as possible,
  o whom she has met in the last 14 days at the TU and
  o the respective last time of a meeting (date).

If possible, she will inform you with which persons a close contact existed.
The data is used solely to compile anonymous statistics to monitor the spread of infections at the TU Braunschweig with the aim of taking targeted measures by the Crisis team for the protection of all and the settlement of possible compensation claims according to the Infection Protection Act in the event of an officially ordered quarantine.\(^1\) For all other Measures are only referred to as "person who tested positive for the SARS Cov-2 virus".

All personal data in the statistics will be deleted after the Corona crisis is resolved.

2.) Measures to protect the health of contact persons
The responsible manager

- points out the obligation that the person concerned (source case) must inform the contact persons must report to the responsible health office
- calls on employees with close contacts to immediately place themselves in domestic isolation (for 14 days)
- reports the result of the initiated measures (anonymized!)
  o abt12-corona-meldung@tu-braunschweig.de
  and
  o baed@tu-braunschweig.de

3.) Hygiene measures
Whether hygiene measures are necessary on the basis of the concrete individual case is determined by the responsible management with the occupational safety department.

Management of Category I contact persons on the part of TU Braunschweig
The duration of a prohibition to enter the contact persons of category I is derived from Principles "Recommended procedure for the management of Category I contact persons" of the RKI and here from the duration of the quarantine, which is currently 14 days.

\(^1\) The identity of the person reporting is to be verified by a manager who is responsible for preparing an anonymized statistics as well as the settlement of any compensation claims of named individuals in human resources department as well as the company doctor in the further course of the reporting chain and further measures to be treated confidentially.