To-Do’s in case of COVID-19 infection or suspected infection

**Case 1**
- Positive test for coronavirus (Covid19) or Severe/Distinct COVID-19 symptoms or High risk contact (1st degree) AND symptoms or Corona App indicates high risk contact AND symptoms

**To-do’s for the employee:**
- DO NOT ENTER THE INSTITUTE!
- If symptoms occur at work, leave the institute immediately
- Consult health authority: [https://tools.rki.de/PLZTool/en-GB](https://tools.rki.de/PLZTool/en-GB) or doctor via phone or hotline 116117
- Contact supervisor:
  - Which case (e.g. positive test, severe symptoms...)?
  - Consent to the transfer of data Yes/No
- Follow instructions of doctor/health authority!
  - Stay in domestic quarantine. You may only return to the institute 10 days after receiving the test result/symptom onset and only if symptom-free for 48h.
  - Keep a symptom diary
  - Inform 1st/2nd degree contacts (to reduce contacts)

**Actions:**
- Follow instructions of doctor/health authority!
  - Stay in domestic quarantine/work from home office for 14 days from the day of contact
  - Follow doctor’s instructions
  - Avoid contacts
  - Contact supervisor in case of positive test/symptoms. ➤ See case 1

**Case 2**
- Corona App indicates high risk and NO symptoms or High risk contact (1st degree) AND NO symptoms

**To-do’s for the employee:**
- DO NOT ENTER THE INSTITUTE!
- Consult your supervisor
- Follow health authority: [https://tools.rki.de/PLZTool/en-GB](https://tools.rki.de/PLZTool/en-GB) or Hotline 116117
- Contact supervisor in case of positive test/symptoms.

**Case 3**
- Sick with any of the following symptoms: cough, increased temperature or fever, shortness of breath, loss of sense of smell/taste, cold, sore throat, headache and aching limbs, general weakness

**To-do’s for the employee:**
- DO NOT ENTER THE INSTITUTE!
- If symptoms occur at work, leave the institute immediately
- Contact doctor via phone or hotline 116117
- Contact your supervisor
- Follow doctor’s instructions (sick note) or
  - Work from home office in agreement with your supervisor
  - Keep symptom diary
  - Avoid contacts
Contact classification and symptoms
Sources: Robert Koch Institute, WHO

- **1st degree contact with infected person** (high risk contact)
  - Person with ≥15 min. face-to-face contact
  - Prolonged exposure (e.g. 30 minutes) in room with high concentration of infectious aerosols
  - Direct contact to secretions

**Contact reduction**
- Domestic quarantine for 14 days

**Health surveillance**
- Keep a symptom diary
- Take body temperature 2x per day
- If possible, regular contact with health authority

- **2nd degree contact with infected person** (low risk contact)
  - Person with <15 min. face-to-face contact (cumulative per day)
  - No prolonged exposure (e.g. less than 30 minutes) in room with high concentration of infectious aerosol
  - Contact ≤1,5m if face masks are worn correctly by both source case and contact person

**Contact reduction**
- Reduction of contacts to other people for 14 days

**In case of symptoms after 1st or 2nd degree contact**
- Do not enter the Institute
- If symptoms occur at work, leave institute immediately
  - Consult doctor / health authority
  - Contact your supervisor

⇒ See “To-Do’s in case of COVID-19 infection or suspected infection”

**Symptoms of COVID-19**

The most common symptoms of COVID-19 are
- Fever, dry cough, fatigue

Other symptoms that are less common and may affect some patients include:
- Loss of taste or smell, nasal congestion, conjunctivitis (also known as red eyes), sore throat, headache, muscle or joint pain, different types of skin rash, nausea or vomiting, diarrhea, chills or dizziness

Symptoms of severe COVID-19 disease include:
- Shortness of breath, loss of appetite, persistent pain or pressure in the chest, high temperature (above 38 °C).

On average, it takes 5-6 days from infection with the virus until symptoms appear in a person. However, this can also take up to 14 days.

There are also asymptomatic COVID-19 cases: Individuals are infected with the coronavirus and can infect others, but do not show any symptoms of the disease.