



Behaviour when affected by flu-like symptoms, dealing with suspected cases and confirmed infections

(Version March 13, 2020)

If staff members show flu-like symptoms or fear to have fallen ill, they should stay at home and dial 1450. The superior sends a notification to the Rectorate via kommunikation@donau-uni.ac.at that the person is staying at home.

In case a justified suspicion arises or in case of a positive test result of a staff member, following steps must be taken into account:

- If an employee tests positive, the authority will contact this person in order to locate possible contact persons. In this case, the respective unit may assist in drawing a contact list in accordance with the person concerned.

Contact persons are divided into the following categories:

- Category 1: Persons who have had contact in distance under 2 metres (e.g. personal interview, sitting next to each other during meetings); these persons are also quarantined by the AUTHORITY.
The following data is required from these persons: Name, email, phone number, Residential address (here the Human Resources supports in delivering the employees' data).
- Category 2: people who have had contact over 2 metres (e.g. sat at the table at a meeting on the other side); these people are normally only informed by the authorities but not quarantined; as a precaution the university will send these people home for teleworking.
- Category 3: people who have been around contact persons (this group is currently not covered and is not affected by measures).

The superior has to report a suspected case or a confirmed infection to the Rectorate via email to kommunikation@donau-uni.ac.at.