Flowchart for reporting COVID-19 cases at Göttingen University (not including UMG) as concerns staff

Person with infection
- Self isolate
- Contact list (name, address, telephone) including work colleagues and contacts outside work for the last 2 days.
- Report positive result to manager
- Contact Gesundheitsamt (public health department)
- Inform close contacts
- Arrange PCR Test (if the rapid or self-test was positive beforehand)

Within the institution concerned:
- Supporting information about the Lower Saxony’s regulations: „Hinweise zur Quarantäne und Regeln für Infizierte und Kontaktpersonen“
- Close work colleagues (if not vaccinated/recovered, without symptoms) should be sent home to work. (See also coronavirus: Information A-Z for information about HR law – keywords: quarantine, infection, symptoms)

Manager
- Reporting to other institutions:
  - Krisenstableitung (without personal contact data): cv-info@uni-goettingen.de
  - Those responsible for processing such information (with personal contact data): “Abwesenheit im Zusammenhang mit Corona” (absence in connection with the coronavirus) on the mitarbeiter portal here.
  - Only if required: Head of Safety/Environment Section (without personal contact data): email Udo Hoffmann or tel: 24127

Responsible Gesundheitsamt (public health department)

Safety/Environment Section
- Coordination of the overall process
- On request, support and advice to managers
- If required, communication with the GA