Flowchart for reporting COVID-19 cases at the University of Göttingen (not UMG) for those who are studying or teaching

**Person with infection**
- Self-isolate
- Contact list (name, address, telephone) both within and outside the University for the last 2 days.
- Report positive result voluntarily to Dean of Studies/Professorship
- Contact Gesundheitsamt (public health dept.)
- Inform close contacts (as far as possible)
- 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 contacts (if not vaccinated/recovered, without symptoms) should be sent home to study. (See also coronavirus: Information A-Z for information about HR law – keywords: quarantine, infection, symptoms)

**Professorship/Dean of Studies**
- Reporting to other institutions:
  - Krisenstabilierung (without personal contact data): cv-info@uni-goettingen.de
  - If staff are involved, see also the relevant flowchart for staff
  - Only if required: Head of Safety Section (without personal contact data): email Udo Hoffmann or tel: 24127
  - **List of contacts:** at the request of the Gesundheitsamt (public health department), get IT or SL to send an encrypted email to the appropriate GA:
    - Lectures: Mr Remmers, Mr Ippensen (data from DarfIchRein app)
    - Exams: Mr Radenbach, Mrs Stroth (data from FlexNow)
    - Handwritten paper lists: via the relevant Dean of Studies’ Office

**Responsible Gesundheitsamt (public health department)**

**Safety/Environment Section**
- Coordination of the overall process
- If required, support and advice to Professorships/Deans of Studies
- If required, communication with the Gesundheitsamt (public health department)

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English translation of document: Ablaufplan bei COVID19-Fällen an der Universität Göttingen (ohne UMG) für Bereich „Studierende Lehrende“

English version provided for informational purposes. If the versions allow different interpretations, the German version should be followed.