



Procedure

How to report Covid-19 infections

A. General information und definitions

Definitions:

- clinical symptoms:

Any form of acute respiratory infection (with or without fever) that includes at least one of the following symptoms for which there is no other plausible cause: coughing, sore throat, shortness of breath, congestion in the upper respiratory tract, sudden loss of sense of taste/smell

- suspected case:

Anyone who meets the criteria mentioned above.

Suspected cases have to contact the Health Hotline 1450 for diagnostic confirmation and inform the University hotline per mail to covid-19@uni-graz.at or phone 0316/380-2000.

- K1 contacts (high risk exposure):

- a. direct physical contact (e.g. handshake) with a confirmed case, or unprotected, direct contact with infectious secretions (e.g. being coughed at, touching used paper tissues with bare hands)
- b. face-to-face contact or time spent in a closed environment (e.g. office, seminar room, lecture room, meeting room, laboratory) with a confirmed case at a physical distance of less than two metres, lasting for more than 15 minutes
- c. people who are highly likely to have been exposed to a significant concentration of aerosols, regardless of distance (parties, singing, sport in an enclosed space)

K1 contacts usually receive a quarantine notification from the health authorities within a couple of hours. They are urged to follow this notification and are by no means allowed to enter the campus, offices or to attend classes.

- K2 contacts (low risk exposure):

- d. time spent in a closed environment (e.g. office, seminar room, lecture room, meeting room, laboratory) with a confirmed case lasting for less than 15 minutes or face-to-face contact with a confirmed case at a physical distance of less than two metres, but lasting for less than 15 minutes

K2 contacts do not have to separate themselves, but are asked to stick to the hygiene regulations and watch their state of health carefully for ten days after the contact with an infected person.

Contacts in courses are regarded as K2 contacts as long as the safety measures in class have been observed. They are therefore allowed to enter the campus.

More than two metres distancing avoids the risk of infection!

B. Contact Tracing

To facilitate contact tracing

1. all students must register when attending classes and
2. numbers are attached to all seats in large lecture rooms. Before the start of every class, students will be asked to photograph or note their seat number and keep this information for 28 days to help prevent further infections. Contacts in the last 48 hours before symptoms appear are particularly important.

C. How to deal with suspected cases

Suspected cases have to be reported, although their contacts are not traced.

Staff and students who assume to be infected with Covid-19 should immediately contact the Health Hotline 1450 for diagnostic confirmation *and* inform the University hotline per mail to covid-19@uni-graz.at or phone 0316/380-2000.

Employees additionally inform their superiors, who determine what to do until the test result arrives (home office or special safety regulations).

The hotline staff informs the concerned Dean's Offices and heads of the Dean's Offices about suspected cases among students.

Students who are regarded as suspected cases are not allowed to come to the campus or attend classes.

The hotline staff monitors suspected cases until the test results arrive.

D. How to deal with proven infections (positive Covid-19 test)

Staff and students who were tested Covid-19 positive, usually receive a quarantine notification from the health authorities within a couple of hours that has to be followed by all means.

Any positive test result has to be reported to the University hotline to covid-19@uni-graz.at or 0316/380-2000 as quickly as possible. Please include the filled-out [questionnaire](#), if the student was present on the campus within the 48 hours preceding the test or the appearance of first symptoms. The staff of the University hotline helps with the filling-out of the form if necessary.

1. How to proceed with confirmed infections of employees

- Employees fill out the questionnaire and inform the University hotline as well as their superior, who mutually makes aware of that necessity.
- The superior informs further contacts as stated in the questionnaire.
- The hotline staff forwards the employees' questionnaires to the department Prevention & Security as well as to the concerned Dean's Office or the head of the concerned department.
- If a lecturer is tested positive, the respective Dean's Office informs the participants of his/her classes.

2. How to proceed with confirmed infections among students

- Students fill out the questionnaire and inform the University hotline.
- The hotline staff forwards the questionnaires to the department Prevention & Security as well as to all concerned Dean's Offices and their heads.
- The Dean's Offices inform the participants of classes via this [information sheet](#) as well as the concerned lecturers and all other contacts stated in the questionnaire.
- If the student states having attended classes at other educational institutions in Graz during a potentially infectious period, the department Prevention & Security also informs these institutions.