

You as a superior were informed that a member of your team or department was tested positive for COVID-19

1. Please get in touch with the infected person via e-mail or telephone.
2. Ask the infected person if they agree that their name is mentioned in the communication with possible contact persons at the university.
 - a. Even if the infected person agrees, you should treat this information confidentially and only share it with possible contact persons and superiors, in case this seems appropriate for protecting other employees.
 - b. If the infected person does not agree, you may only share anonymized information about this case of infection.
3. Please ask the infected person, when they were at their university workplace for the last time, if they had direct contact to colleagues from their team or from another department before they took the test or if they participated in meetings at the university. Write down the names of all colleagues with whom the infected person was in direct contact with.
4. Discuss with the infected person if they observed the hygiene policy of the university at all times when they were at their university workplace and especially when they were in direct contact with colleagues. Furthermore, we recommend that you ask the colleagues who were in direct contact with the infected person, if they think that the hygiene policy was observed at all times.
 - a. **The hygiene policy was observed:** Provided that the hygiene policy was observed at the workplace (distance was kept, face masks were worn in communal rooms and circulation areas, rooms were aired properly), there is no immediate action required. Of course, you as a superior may allow your staff members to work from home - all the time or more than before - as a precautionary measure, in case this is compatible with the work duties.
 - b. **The hygiene policy was not observed:** In case the hygiene policy was not properly implemented and observed at the workplace and in direct contact with colleagues, we strongly recommend that the affected colleagues get in touch with their doctor to inform themselves about what to do next.
5. If necessary, the health authorities will officially inform your staff members about the next steps in this case of infection. However, in the interest of all people involved, we would like to ask you to inform the members of your team and from other departments who were in direct contact about this confirmed case of infection as a precaution. Attached you will also find a **text template for communicating with your staff members** who were in direct contact with the infected person. In case the staff members have questions after reading your e-mail, please advise them to speak to a doctor.
6. Please inform the **task force** about the situation in any case and let us know which team or department is affected. You must also inform your head of division, your dean's office or the head of your institution as well as your direct superior about this situation. If you have any questions, please write an e-mail to task-force@uni-mannheim.de.