**Flow chart** with reference to the Quarantine Ordinance (Quarantäneverordnung) for NRW dated 30 November 2020

**What to do if you suspect you may have COVID-19**
- Staff are to inform their line managers and personaldezernat@uni-due.de.
- Students are requested to notify studierendendekretariat@uni-due.de.
- Contact your physician and/or arrange for a test at a test centre (PCR test**).
- If you are fit to work, the work-from-home regulations apply.

**What to do if your COVID-19 infection has been confirmed**
- Inform all individuals that you have had close personal contact* with within four days before or since you were tested.
- Notify UDE once more (see above).
- For staff: If you are ill, please also inform krankmeldung@uni-due.de and submit a doctor’s note.
- If you are fit to work, the work-from-home regulations apply.
- If you have been issued a quarantine order, send in a copy.

**What to do if you share a household with an infected person**
- Staff are to inform their line managers and personaldezernat@uni-due.de.
- Students are requested to notify studierendendekretariat@uni-due.de.
- Separate the rooms of the infected person from those used by other members of the household wherever possible (also see the regulations from the RKI).
- Notify UDE once more if you yourself fall ill or if you are issued a quarantine order (see individual with confirmed infection).

**What to do if you are a first-degree contact**
- Staff are to inform their line managers and personaldezernat@uni-due.de.
- Students are requested to notify studierendendekretariat@uni-due.de.
- Notify UDE once more if you yourself fall ill or if you are issued a quarantine order.

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**Definitions**
- *Close personal contact* means: contact >15 minutes with < 1.5 m distance and one or both parties not wearing a face mask or contact in poorly ventilated rooms over an extended period of time.
- **There are two different types of test procedures** for SARS-CoV-2: molecular biological testing ("PCR tests") and PoC antigen testing ("rapid tests").
Flow chart with reference to the Quarantine Ordinance (Quarantäneverordnung) for NRW dated 30 November 2020

Other individuals 'second or higher degree contact persons' who did not have any close personal contact with an infected person:
- e.g. individuals living in the same household as someone who had contact with an infected person, friends or relatives who live in a different household and had contact with infected persons or other contacts

Not covered by the Quarantine Ordinance

No specific measures stipulated

Internal regulation for UDE: No obligatory measures. However, if you share a household with a first-degree contact, the work-from-home regulations apply, in consultation with your line manager, as a precaution.

What to do if you are a second or higher degree contact

- For other contacts, it is recommended that they closely monitor their own health and reduce contact with other people.
- If the condition of the first-degree contact changes and they develop symptoms or produce a positive test result, you will be allocated to a different category and the procedure above applies.

Definitions

* Close personal contact means: contact >15 minutes with < 1.5 m distance and one or both parties not wearing a face mask or contact in poorly ventilated rooms over an extended period of time.

** There are two different types of test procedures for SARS-CoV-2: molecular biological testing ('PCR tests') and PoC antigen testing ('rapid tests').