

Process flow for handling cases of Covid 19/CORONAVIRUS

1. Notification of University Management by the affected individual

If the affected person uses email to make the notification, this should be done from his or her own university account! In all other cases, we must point out that the affected person indemnifies the university from any resulting violations of data protection laws.

Please use the respective function's mail account to contact the university:

Kanzlerin@hs-mainz.de or
praesidentin@hs-mainz.de

If you choose to contact us by phone, please call the offices of the secretaries to the President or Chancellor:

Ms. Kessy 06131 628 7013

Ms. Schmitt 06131 628 7211

Information to be provided (see memorandum):

- Last name, first name
- Type of relationship to the university
- Brief description of the situation/facts
- If applicable, information from the public health department (*Gesundheitsamt*), if the affected person has already been in contact with it
- Self-assessment of whether the contact person is a 1st or 2nd category contact person (for definition see RKI: Measures in case of illness)

2. Acknowledgment of the notification by University Management

3. Assessment of the case and preparation of the memorandum

4. Communication of the results and the measures to be implemented

- To the affected person by email (the contents depend on the assessment) using the person's internal university address.
- To the Human Resources Department to inform them and for further handling/filing (of the entire process, including notification, memorandum, email to the affected person).

IMPORTANT INFORMATION:

Should quarantine at home become necessary and you feel healthy, use the workplace model to work from home after consulting your supervisor and coordinate with him/her the appropriate work activities for you to carry out using the workplace model. You are under obligation to provide your work to your employer.

Should quarantine at home become necessary and you **do not** feel healthy, contact the public health department (*Gesundheitsamt*) and your family doctor by phone. If you are unfit for work, the general regulations continue to apply. Notify the Human Resources Department immediately and, if you are unfit for work for longer than 3 days, submit a certificate of inability to work from a doctor dated from the first day onwards, as per Section 5 (1) of the Continued Remuneration Act (*Entgeltfortzahlungsgesetz*).