**Flowchart for reporting COVID-19 cases at Göttingen University (not including UMG) as concerns staff**

**Within the institution concerned:**
- Report positive result to manager
- Identify all work contacts from the last two days in liaison with GA
- You must follow the advice of the GA

**Responsible GA**

**Manager**

- **Reporting to other institutions:**
  - KSL (without personal contact data): cv-info@uni-goettingen.de
  - Those responsible for processing such information (with personal contact data): “Abwesenheit im Zusammenhang mit Corona” (absence in connection with the coronavirus) under “M” on the mitarbeiter portal here.
  - Only if required: Head of Safety Section (without personal contact data): email Udo Hoffmann or tel: 24127

**Safety/Environment Section**

- Coordination of the overall process
- On request, support and advice to managers
- If required, communication with the GA

**KSL**

- Coordinating service for category II contacts for CAMPUS-COVID-SCREEN

**KEY**

- GA = Gesundheitsamt (public health department)
- KSL = Krisenstabsleitung (leadership of the crisis management team)
- KPI = category I contact, higher risk of infection
- KPII = category II contact, lower risk of infection
- RKI = Robert Koch Institute
- NDS = Lower Saxony/Niedersachsen

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

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