



Recommended action in the case or suspected case of corona disease

As person concerned

	Diseased	Suspected case of disease	Contact person category I (CCI)	Contact person category II (CCII)	Acting person/institution	Scope of information/action to be taken	Duration of the measure
Information to supervisor	X	X	X	X	Person concerned		
Information to health authorities	X	X	X		Person concerned or treating physician		
Notice of illness	X				Person concerned		

As supervisor

	Diseased	Suspected case of disease	Contact person category I (CCI)	Contact person category II (CCII)	Acting person/institution	Scope of information/action to be taken	Duration of the measure
Information to Head of Division 4 Please write to: corona-info@uni-stuttgart.de	X	X	X	X	Supervisor	Name of person concerned, date of identification, Location of the ill person	

	Diseased	Suspected case of disease	Contact person category I (CCI)	Contact person category II (CCII)	Acting person/institution	Scope of information/action to be taken	Duration of the measure
Quarantine / Working from home		X Quarantine / working from home until it is clarified whether the suspicion has been confirmed or not	X Quarantine / working from home for 14 days	X	Supervisor AMD	Clarification with AMD in case of uncertainty	Requirement Health authority or until presentation negative test or according to Corona Ordinance
Determining whether Contact person category I or II exist in the business environment	X	X			Supervisor	Case-by-case decision in consultation with AMD whether the person concerned can do telecommuting/quarantine or other activities	
Share contact data of contact person category I or II to the public health department - on request Health Authority					Division 4 - personnel department or head of institute or Supervisor		

Further process

	Diseased	Suspected case of disease	Contact person category I (CCI)	Contact person category II (CCII)	Acting person/institution	Scope of information/action to be taken	Duration of the measure
"Information to AMD amd@uni-stuttgart.de"	X	X	X	X	Manager of the e-mail address „corona-info@uni-stuttgart.de“	Department concerned – no personal data; date of identification	
Information to Head of Division 6 leitung.dez6@verwaltung.uni-stuttgart.de	X	X	X	X	Manager of the e-mail address „corona-info@uni-stuttgart.de“	Department concerned – no personal data; date of identification	
"Information to Crisis Management eva.buehler@verwaltung.uni-stuttgart.de "	X	X	X	X	Manager of the e-mail address „corona-info@uni-stuttgart.de“	Department concerned – no personal data; date of identification	
Information within Division 6	X				Head of D 6	Department concerned – no personal data; date of identification – no personal data; date of identification, information that FFP-2 masks must be worn in this area (e.g. cleaning services), decision whether CCI or CCII can do telecommuting/quarantine or other activities	
Information of third parties (e.g. contractors, cleaning services)	X				D 6	Information on affected area	

	Diseased	Suspected case of disease	Contact person category I (CCI)	Contact person category II (CCII)	Acting person/institution	Scope of information/action to be taken	Duration of the measure
Closure of the affected room/building section	X				Division 6		3 days
Special cleaning of the affected room/area	X	X			Division 6	Cleaning of the contact areas	if used promptly (within 3 days)

Suspected case of disease (e.g. return from risk area, shows symptoms)

Contact person category I: higher risk of infection, [definition RKI \[de\]](#)

Contact person category II: lower risk of infection, [definition RKI \[de\]](#)