



Fact Sheet for Line Managers

9 September 2020

**COVID-19: Procedure for Suspected or Confirmed Cases
in Your Area of Responsibility**

No.	What
1	Employees who display coronavirus symptoms ¹ must stay at home, avoid contact with others and follow the guidelines on hygiene and conduct issued by the Federal Office of Public Health FOPH (self-isolation ¹). UZH employees (including professors) are required to follow the provisions in the fact sheet for UZH staff "Procedure for COVID-19 Infections": https://www.uzh.ch/cmsssl/en/about/coronavirus/staff/covid-19.html
2	The employee concerned informs you immediately as their line manager.
3	The employee concerned calls their family doctor or the canton's medical hotline (0800 33 66 55) to discuss the next steps. They will provide advice and if necessary ask the person concerned to get tested at an official testing center.
4	<ul style="list-style-type: none"> – If their test comes back positive, the employee must continue to self-isolate. The relevant cantonal authorities (cantonal medical service) will get in touch with them and provide further information and instructions (contact tracing, see below). As a rule, infected persons may only return to their workplace if they have been free of symptoms for at least 48 hours. At least 10 days must have passed since symptoms first appeared. – If the test is negative, the employee must also stay at home. They may come out of isolation 24 hours after the symptoms subside. – If no test was carried out: Persons who do not get tested may end self-isolation if they have been free of symptoms for at least 48 hours and if at least 10 days have passed since symptoms first appeared.
5	The employee informs you as their line manager as soon as the COVID-19 test result is known.
6	If the test comes back positive, you as line manager inform your team in the relevant area (see e-mail template for confirmed cases below). We recommend that you include the name of the infected colleague in the e-mail so that those team members who have been in close contact with them can also be quarantined. The number of people who are informed should not be too high. For example, only inform the team members with whom the infected person might have been in close contact rather than the entire institute/department. However, you are required to inform the infected employee in advance and obtain their approval before you inform the rest of the team.
7	In case of a positive COVID-19 test, you as line manager inform the Occupational Medicine/Safety, Security and Environment office (arbeitsmedizin@su.uzh.ch), which will keep this information confidential (confidentiality). If necessary, the Occupational Medicine/Safety, Security and Environment office can take further measures in an anonymous manner. They will not inform any other offices outside of their own area (data protection).

¹ <https://www.bag.admin.ch/bag/en/home/krankheiten/ausbrueche-epidemien-pandemien/aktuelle-ausbrueche-epidemien/novel-cov/isolation-und-quarantaene.html>



General Information on Contact Tracing

- If the test is positive, contact tracing is carried out by the relevant cantonal office (cantonal medical service) with the help of the infected person to identify everyone who needs to go into quarantine.
- Line managers may not carry out contact tracing themselves (due to personality rights). This is done exclusively by the relevant cantonal office (cantonal medical service).
- Anyone who has been in close contact with the infected employee will be notified by the relevant cantonal office (cantonal medical service) and instructed to go into quarantine.

Contact: Safety, Security and Environment, University of Zurich, e-mail: info@su.uzh.ch

In Suspected Cases

To avoid unnecessary disquiet, we recommend that you not yet inform your team of suspected cases, or if you do, to inform only a small number of people who may be affected. Ideally, the affected team member will do this themselves.

(Especially during winter, it is to be expected that some people will get tested as a result of normal cold symptoms and will thus already be considered a “suspected case”.)

E-mail template for confirmed cases

If there is a confirmed case of COVID-19 in your team, we recommend that you inform your team with the approval of the relevant employee. Only inform those members of the team who might have been in close contact with the infected person, but do include the name the employee.

As I have already informed you, a colleague (or name the employee) at our institute/department, in our area has tested positive for COVID-19 (test result confirmed).

The employee in question will self-isolate in accordance with the Fact Sheet for UZH Staff: Procedure for COVID-19 Infections. As a rule, infected persons may only return to their workplace if they have been free of symptoms for at least 48 hours. At least 10 days must have passed since symptoms first appeared.

The cantonal medical service or the relevant cantonal authorities will contact those who have been in close contact (less than 1.5 meters for more than 15 minutes) with the infected team member either at their place of work or at home and instruct them to go into quarantine. Affected people in our department/area should get in touch with me if they are required to self-quarantine (close contact) or self-isolate (confirmed infection). This information will only be shared with the Occupational Medicine team at UZH (confidentiality) and not disclosed to any other offices outside of our department/area.

If you are unsure about whether you have been in close contact with the infected team member or are developing symptoms yourself, please contact your family doctor over the phone or call the canton’s medical hotline (0800 33 66 55) for advice.

Fact Sheet for UZH Staff: Procedure for COVID-19 Infections:

<https://www.uzh.ch/cmsssl/en/about/coronavirus/staff/covid-19.html>