

# General Hygiene Concept of the University of Applied Sciences Erfurt

## Appendix 5.E

### Instructions and form for the distribution of coronavirus self-test kits

The General Hygiene Concept describes the necessary measures to be taken at the University of Applied Sciences Erfurt in conjunction with the COVID-19 pandemic caused by the SARS-CoV-2 coronavirus.

**Please note that the current legal requirements apply!**

In addition, please adhere to the separate regulations issued by the crisis management team of the University of Applied Sciences Erfurt which are updated on a daily basis!

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## Modifications

Version	Date	Description of modification
1.0	26.04.2021	First version

## 1 Who is eligible for a self-test?

In accordance with the Resolution of the Federal State Premiers of 22.03.2021 no. 7 and the Occupational Health and Safety Ordinance of 13.04.2021, companies and employers are required to provide regular testing opportunities for employees working on site.

The University of Applied Sciences Erfurt offers a voluntary self-test twice a week to employees who cannot work exclusively from home.

## 2 How does the test work?

The tests are for personal use only, either before or at the beginning of the working day.

The antigen self-test detects certain proteins of the SARS-CoV-2 coronavirus in samples from infected individuals. Compared to antigen tests, collecting and analysing samples for antigen self-tests is easier and can be carried out by non-professionals or private individuals without prior medical knowledge. This also applies to the way in which samples are taken. With the antigen self-test, the sample is taken with a swab from the anterior nasal region. The exact procedure for the coronavirus rapid tests on offer is described in the enclosed test instructions.

## 3 What should I do if my self-test result is positive?

If you have a positive result in a self-test provided by the University of Applied Sciences Erfurt, you are obliged to report this result immediately to the University of Applied Sciences Erfurt (by e-mail to your supervisor and to [krisenstab@fh-erfurt.de](mailto:krisenstab@fh-erfurt.de)). In addition, please inform all persons at the University of Applied Sciences Erfurt (employees and students) with whom you had close contact up to 48 hours before the test, i.e. for a period of more than 15 minutes without a mask or at a distance of less than 1.50 m.

Furthermore, please report the result to your local health authority using the recommended form. For Erfurt, you can find the form here:

<https://www.erfurt.de/ef/de/service/aktuelles/topthemen/coronavirus/138032.html>

A positive self-test has to be confirmed by a molecular biological PCR test carried out by your doctor, the Association of Statutory Health Insurance Physicians (Kassenärztliche Vereinigung) or the public health department (Gesundheitsamt). Until your test result is confirmed, you are responsible for self-isolating at home and must avoid social contact as far as possible. Self-tests detect a high viral load and thus a risk to other people!

Under certain circumstances, a negative test result might also be false. For example, if there is only a low viral load in the body, as is the case shortly after becoming infected or in the late phase of an infection, a test may be negative even though the person is actually infected. Furthermore, in order to obtain the most reliable result possible, it is important that both the collection of the sample and the test itself are carried out correctly. As with all tests, the antigen self-test only captures the moment when the sample was taken.

Therefore, even in the case of a negative result from an antigen self-test, please continue to observe the hygiene regulations in accordance with the General Hygiene Concept.

## 4 Notes and information pursuant to Art. 13 DSGVO

The distribution of self-test kits is documented (name, date, quantity) in order to be able to evaluate the uptake and obtain an overview of the tests distributed to the different departments. In accordance with data protection regulations, the documentation for the distribution of coronavirus self-test kits to employees of the University of Applied Sciences Erfurt is stored in the office of the Executive Vice-President and destroyed after 4 weeks. The data is not disclosed to third parties.

## 5 Documentation for the distribution of coronavirus self-test kits

Form

<b>Department</b>			
<b>Last name</b>	<b>First name</b>	<b>Date</b> (received)	<b>Quantity</b> (received)

With my signature I confirm that I have read and understood the information on the distribution of coronavirus self-test kits.

I hereby consent to the processing of my above-mentioned data.

Furthermore, I confirm with my signature that I have received the coronavirus rapid test kit/s indicated under Quantity (received) and undertake to

- only use these personally before or at the beginning of the working day
- immediately report a positive test result to the University of Applied Sciences Erfurt (by e-mail via my supervisor to [krisenstab@fh-erfurt.de](mailto:krisenstab@fh-erfurt.de))
- have a PCR test in the event of a positive test result
- self-isolate in this case until the test result is confirmed and reduce social contacts as far as possible
- comply with the regulations of the General Hygiene Concept of the University of Applied Sciences Erfurt irrespective of the result of the test.

**Signature** (of employee on receipt)

Documentation of use

Date	Result
1 <sup>st</sup> self-test	
2 <sup>nd</sup> self-test	

With my signature on the return of this form, I confirm the accuracy of the documentation of use.

<b>Date</b> (form returned)	<b>Signature</b> (of employee on return)
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