

COVID-19 Guideline

Handout on Code of Conduct (1/2)

What happens if my health deteriorates during my stay at the St. Pölten UAS and my symptoms point to a potential Covid-19 infection?

ALL: Call the health service line at 1450 (where you will probably be told to go home and wait for a test).

STUDENTS: Please inform your lecturer or a UAS staff member, leave the classroom and avoid further contact with other persons at the university.

STAFF MEMBERS: Please leave your office and avoid further contact with other persons at the university.

LECTURERS: Please leave the classroom and avoid further contact with other persons at the university.

What happens if 1450 arranges for a Covid-19 test?

ALL: Inform the corona operations team (Team KoCo) immediately at ko_co@fhstp.ac.at.

STUDENTS/LECTURERS: Please provide the names of all persons from the environment of the UAS whom you were in “closer contact” with between 48 hours prior to the first symptoms and the notification of the suspected infection, e.g., the group you shared a classroom or worked on a project with, and persons you had contact with for more than 15 minutes and with a distance of less than two metres.

The Team KoCo immediately informs all of these persons by e-mail (without mention of names) and requests them to permanently wear a face mask – also at their desks – until the test results are in.

In addition, the Academic Director and the study programme administration are informed as well.

STAFF MEMBERS: Please provide the names of all persons from the environment of the UAS whom you were in “closer contact” with between 48 hours prior to the first symptoms and the notification of the suspected infection, e.g., office colleagues, participants of joint meetings, and persons you had contact with for more than 15 minutes and with a distance of less than two metres.

The Team KoCo immediately informs all of your colleagues by e-mail (without mention of names) and requests them to permanently wear a face mask – also at their desks – until the test results are in. In coordination with the respective superior, telework can be arranged as an alternative.

What happens when my test results arrive?

ALL: Inform the corona operations team (Team KoCo) immediately at ko_co@fhstp.ac.at.

If the **test result is negative**, the previously contacted persons are informed once again and given the all-clear.
If the **test result is positive** and the suspicion of a Covid-19 infection is confirmed, the responsible authority initiates the next steps.

COVID-19 Guideline

Handout on Code of Conduct (2/2)

What happens if there is a positive Covid-19 case in my personal environment but I have no symptoms and/or no official notification?

IN THIS CASE, THE ST. PÖLTEN UAS RECOMMENDS THAT YOU PERMANENTLY WEAR A FACE MASK TO PROTECT BOTH YOURSELF AND OTHERS.

STUDENTS: Physical attendance at the UAS is still compulsory.

What happens if I am classified as belonging to a risk group?

YOU NEED TO PRESENT A MEDICAL CERTIFICATE.

STUDENTS: You are generally exempt from the compulsory attendance of courses requiring physical presence (particularly in terms of the examination regulations and the associated consequences). The Academic Director and the affected student are to arrange an individual agreement regarding the provision of proof of competence in the courses. This agreement is to be confirmed in writing.

STAFF MEMBERS: Necessary arrangements are to be made directly with the respective superior. For details, see [Teamwork](#)

LECTURERS: Necessary arrangements are to be made directly with the responsible Academic Director.

How can I prepare for an enquiry of contact data?

In case you are tested positive for Covid-19, the authorities will ask you to provide the names of all persons you had contact with in the last 48 hours before the first symptoms appeared. We therefore recommend that you take daily notes of who had contact with at the UAS (longer than 15 minutes and with a distance of less than two metres) so you can make these data available upon request.