

## FLOW CHART: DISTRIBUTION AND IMPLEMENTATION OF CORONAVIRUS RAPID ANTIGEN SELF-TESTS

Assessment of need for test kits	<ul style="list-style-type: none"> <li>The institutes/facilities assess their needs and inform those responsible</li> <li>The latter inform central purchasing department (Mr Bodmann) how many test kits they need on a weekly basis.</li> </ul>			
	Faculties	Central administration	SUB	All other institutes via the Safety/Environmental Section
Procurement of test kits	Orders for the following week to be sent to the central purchasing department (Mr Bodmann) by Monday.			
Distribution of test kits to	Faculties	Central administration	SUB	All other institutes via the Safety/Environmental Section
Sending test kits on to	Institutes, departments, sections etc.			
Distribution of test kits to employees within institutions	<ul style="list-style-type: none"> <li>Maximum 2 tests per employee per week</li> <li>No distribution to employees who work exclusively from home</li> </ul>			
Tests carried out by individuals	<ul style="list-style-type: none"> <li>Wherever possible, employees should carry out the test at home in order to minimise risk to others</li> <li>It is still possible to carry out the test at the workplace.</li> </ul>			
If the test is negative	Return to day-to-day work			
<b>If the test is positive</b>	<b>Staff</b>		<b>Supervisor/s</b>	
	<p>A ban on entering the University applies until a negative PCR test result is available:</p> <ol style="list-style-type: none"> <li>inform your immediate supervisor(s).</li> <li>take a PCR test (via your family doctor or test centre)</li> <li>self-isolate immediately: <ol style="list-style-type: none"> <li>Continue working from home</li> <li>if it is not possible to work from home, take a leave of absence. Fill in the form <i>Corona – Abwesenheit und Freistellung</i> ("Coronavirus - absence and leave of absence") and send it to the HR Department.</li> </ol> </li> </ol>		<p>Information about the number of positive tests to: <a href="mailto:laienschnelltest@uni-goettingen.de">laienschnelltest@uni-goettingen.de</a> <u>without</u> personal data!</p> <p>The University will report the number of positive test results to the Ministry (MWK) on a weekly basis.</p>	
If the PCR test is negative	Inform supervisor/s Return to the workplace			
<b>If the PCR test is positive</b>	The appropriate University regulations apply, which you can find under the keyword "Infection" on the Corona homepage of the University.		Information about the number of positive PCR tests to: <a href="mailto:laienschnelltest@uni-goettingen.de">laienschnelltest@uni-goettingen.de</a> <u>without</u> personal data!	