

Steps in case of a positive COVID-19 case among the student body

Based upon the [guidelines of the Robert Koch Institut](#) (RKI)

- 1) Student informs respective degree program office without undue delay:
 - mim-office@esmt.org
 - mba-office@esmt.org
 - emba-office@esmt.org
 - ptmba-office@esmt.org
- 2) Degree program office informs associate dean Nick Barniville (nick.barniville@esmt.org) and faculty lead of respective program. Information needed:
 - Name, class, and section of positively tested student
 - Date of first symptoms, if any
 - Date of positive test
 - Last class attended / last day on campus

A positive test result will be reported to the health department by the testing doctor or institution. ESMT does not need to contact health department.
- 3) Coronavirus Taskforce, CTF (ctf@esmt.org), will be informed by associate dean (dean) without revealing the name of the positively tested student.
- 4) Program activities for entire class of that program are ceased immediately and students will be sent home.
- 5) The class affected reverts to online teaching for the length of date T + 14 days. Dean determines date T. Date T is the last day when the person was on campus and infectious (two days before symptoms break out).
- 6) ESMT supports the positively tested student in establishing close contacts (RKI category I¹). Dean sends Excel template for student to list close contacts. The student should “look back two days before symptoms began and list all contacts. If he/she has no symptoms “look back two days before the test.”
 - A) **If the student gives consent** by email or phone that the school is allowed to reveal name to sub-section of class and other persons affected (e. g. faculty), he/she will return the completed list to the dean within two hours for informing those affected accordingly.
 - B) **If the student does not give consent** to reveal name to sub-section of class and other persons affected (e. g. faculty) he or she is obliged to inform close contacts himself/herself and confirms within 4 hours towards dean that he/she has done it. If this confirmation is not given in time or if the student is not able to inform contact persons himself/herself, ESMT reserves the right to disclose the name of the positively tested person for the protection of others. ESMT will consider this very carefully and only inform those directly affected of the name of the infected person.
- 7) RKI category I contacts within the student body, faculty or staff have to absent themselves from campus and quarantine for 14 days, starting with last day they had contact with the infected person. If no symptoms arrive, then they are clear and may leave quarantine. If symptoms arrive, they should request testing. They can call their general practitioner, or if they do not have one, the

Association of Statutory Health Insurance Physicians Berlin (Kassenärztliche Vereinigung Berlin) at 030-116117 (<https://www.kvberlin.de/fuer-patienten/corona/allgemeine-infos> - only in German). Should they be positive, then these individuals need to trace their close contacts. Should an individual get symptoms within two days of having been on campus, then this process begins with Step 1 again. The health department may require a participants' list with contact information. The first contact for the health department is Ilka Frenzel (all.human.resources@esmt.org).

- 8) Dean will inform rest of class and faculty who taught the student during the infectious period, without revealing the name. No measures are required for those who have not been in close contact with the person for 15+ minutes (RKI category IIⁱⁱ). Once close contacts (RKI category I) have been established and excluded, non-close contacts (RKI category II) can return to campus without needing to quarantine.
- 9) Corporate communications (Molly Ihlbrock) will inform entire ESMT community of positive case, without revealing the name.
- 10) Both higher and lower risk contact persons (categories I and II) should monitor her or his health for 14 days.

ⁱ Category I: contact persons with close contact (higher risk of infection):

Persons with cumulative face-to-face contact of at least 15 minutes or direct contact with secretions or body fluids, especially respiratory.

ⁱⁱ Category II contact persons (lower risk of infection):

Persons who were in the same room as a confirmed COVID-19 case, e.g. classroom, workplace, but did not have cumulative face-to-face contact with the COVID-19 case for at least 15 minutes.

If the contact person has previously been a laboratory-confirmed case herself or himself, no quarantine is required. There should be self-monitoring and if symptoms occur, immediate self-isolation and testing. If the test is positive, the contact person becomes a case again. In this situation, all measures should be taken as in other cases (including isolation).