**STEP-BY-STEP PLAN FOR REPORTING CONTAMINATION**

Version 5

This step-by-step plan describes how to react when a validated case of Corona contamination is reported within EhB.

1. A person who is confirmed to be infected with the Corona virus contacts EhB as soon as possible. The following information is forwarded to corona@ehb.be
	1. Name of person
	2. Study direction
	3. Date on which the infection was established
	4. Campus and premises visited by the infected person, starting 2 days before the start of the symptoms or 2 days before sampling.
	5. Persons with whom the infected person has been in contact in the past few days. A distinction is made between high-risk and low-risk contact.
		1. High-risk contact :
			1. A person with a cumulative contact of at least 15 minutes within a distance of <1,5m ("face to face"), for example in a conversation without proper use of a mouth mask (nose and mouth completely covered) by one of the two persons. A contact of 10 min. and another 5 min. after that therefore also counts as a contact of 15 min!
			2. a person who was in the same room/enclosed environment with a COVID-19 patient for more than 15 min. This includes roommates, close neighbours in a classroom or office;
			3. a person who had direct physical contact with a COVID-19 case;
			4. a person who has been in direct contact with excretions or bodily fluids of a COVID-19 patient, such as while kissing, etc;
			5. a person identified by the Coronalert application as a close contact.
			6. a person who has travelled with a COVID-19 patient, in any means of transport, sitting within two seats (in any direction) of the patient.
		2. Low-risk contact :
			1. a person who has had contact with a COVID-19 patient for more than 15 minutes within 1.5m (face to face), but where both have used a mouth mask appropriately (nose and mouth covered);
			2. a person who had less than 15 minutes face-to-face contact with a COVID-19 patient within 1.5 m
			3. a person who was in the same room/enclosed environment with a COVID-19 patient, but was within a distance of <1.5 m for less than 15 min. This includes any classmates or people in the same office;
			4. a caregiver who has been in the same room/enclosed environment with a COVID-19 patient without the use of adequate protective clothing, but never within 1.5 m distance.
2. The contact person of the department asks the infected person to contact his general practitioner immediately and to follow his general practitioner's instructions. In any case, he should remain in home quarantine for at least 7 days after the test is taken.
3. The contact person of the department asks the infected person to give an overview of his contacts (fellow students, teachers,...).
	1. All classmates and teachers with whom the person has followed classes, are at least considered low-risk contacts. If there has been close contact, these persons are considered high-risk contacts (see above).
	2. The infected person is asked to provide an overview of his high-risk contacts.
4. The contact person of the Department informs the teachers and pupils who have had contact with the infected person via the standard communication (see appendix "communication high-risk contact" and "communication low-risk contact"). The communication lists the expected steps to be taken by the persons who have had contact with the infected person.
5. If the staff members and teachers who came into high-risk contact with the infected person are on campus, they should go home immediately and contact their family doctor.
	1. If possible, do not use public transport to avoid further contamination
	2. Own transport
	3. Ask if the person concerned can contact their family or friends who can come and collect them
6. Inform the persons concerned that they should immediately contact their general practitioner after arrival at home and that they should mention to the general practitioner that they have come into contact with an infected person.
	1. Important that person calls GP and does not go on site.
	2. GP gives the person advice and takes test if necessary.
		1. Person not allowed to come to campus while waiting for result.
		2. See guidelines in "communication high risk contact" and "communication low risk contact".
7. The Facility Coordinator of the campus concerned is immediately contacted via facility@ehb.be with the request to disinfect the rooms concerned where the persons have been.
8. Persons who have come into contact with a person who tested positive are normally also followed up by the contact tracers of the Agency for Care and Health.