

**COVID referent of the university**  
[referent.covid@ut-capitole.fr](mailto:referent.covid@ut-capitole.fr)

### **Instructions un case of suspected or confirmed contamination of Covid-19**

**All personnel presenting symptoms or having been in contact with an infected person for more than 15 minutes without a mask and without distancing themselves from an infected person are encouraged to follow the following instructions:**

#### **ALERT**

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##### **In all cases**

- I inform the COVID referent of the University by filling out the form provided for this purpose ([form](#)) as well as my supervisor, for administrative staff;
- I stay at home;
- I follow the health recommendations of Public Health France (["I have the signs of illness"](#) and ["I have been in contact with a sick person"](#) forms, in French).

##### **If I am at my workplace**

- I isolate myself in my office while waiting for the return home:
  - By my own means if I can travel alone;
  - Otherwise, I call my family;
  - If there are serious signs, my line manager calls 15.
- If I share my office with other colleagues
  - My line manager sends them home to contact their doctor.
- Once the office is empty, it is quarantined for 24 hours by the logistics services on the call of the line manager. A specific cleaning procedure is implemented.

#### **TRACING**

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- **I am seeing a doctor**

If he gives me a medical certificate of termination, it must be sent to the HR department.

- **I carry out the screening test.**

Consult the list of screening centers near you: <https://sante.fr/recherche/trouver/DepistageCovid> (in French)

- **I stay at home waiting for the result.**

#### **PREVENTION**

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- **If the result is negative: I come back to the establishment.**
- **If the result is positive**
  - If I have not already done so, I inform the COVID referent of the University by filling out the form provided for this ([form](#)). If necessary, I inform him/her by e-mail of my test result;
  - If I have not already done so, I will send the medical certificate to the HR department;
  - I stay at home protecting my relatives;
  - I follow the health recommendations of Santé Publique France (["I have the signs of illness"](#) or ["I have been in contact with a sick person"](#), in French).

## PROTECT

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**The university's Covid referent sends the information in his or her possession to the ARS,** which in turn transmits the health instructions to be applied within the establishment.

## OTHER SITUATIONS

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### **If my child's school is closed by decision of the health authorities, what can I do?**

In agreement with my hierarchy, if the nature of my duties allows it, I can ask to work remotely. Otherwise, the school may issue me with a special leave of absence for the duration of the school closure.

### **If my child is a contact case of a confirmed case in his/her school without closing the school, what should I do?**

For the duration of the period of isolation prescribed for my child, I can apply for a childcare authorization. I comply with the medical recommendations of my doctor or the authorities.

### **I have been in contact with a contact case and have complied with the instructions on distancing and the wearing of masks.**

I can come to the facility if I do not have any symptoms.

### **I have been in contact with a contact case and I have not followed the instructions for distance and wearing a mask.**

For the time being, I am only a "contact case of a contact case", I can continue to come to the University by scrupulously respecting the barrier gestures. I become a contact case in my turn as soon as the person's PCR test is positive. From then on, I isolate myself at home, contact my doctor and inform the Covid referent at the University ([form](#)) and if necessary my superior.