If you have symptoms that suggest a Covid-19 infection, if you learn that you have been tested positive for COVID-19 or that you have been in contact with a person who has been tested positive for COVID-19:

- Either you are at home and you should not go to your workplace, in which case you should refer to the instructions starting from point 2.

- Either you are at your workplace, in which case you should refer to the instructions starting from point 1.

**EVICTION FROM THE WORKPLACE**

At your workplace, if you:

- Have symptoms that suggest a Covid-19 infection
- Learn about the positive nature of your test, please inform your manager
- Learn that you have been in contact with a person who has been tested positive, please inform your manager

Your manager will:

- Ask you to isolate yourself immediately in your office if you are alone or in a dedicated room while respecting the barrier gestures and the distancing measures.
- Request that you take the following step:
  - Consult your referring physician or the ‘Center 15 – SAMU’ in case of any serious symptoms (e.g. difficulty in breathing).
  - Ask you to report, as soon as possible, to [https://applications.univ-fcomte.fr/ASIPAN](https://applications.univ-fcomte.fr/ASIPAN)
  
A doctor from the university will contact you as soon as possible.

- If there are no signs of seriousness, he/she will organize with you your return home and ask you to avoid the public transportation.

- If there are signs of seriousness (e.g. difficulty in breathing), he/she will contact the ‘Center 15 – SAMU’.

**WHAT INFORMATION WILL YOU RECEIVE IN CASE OF EVICTION?**

- An e-mail from the SUMPPS (University service of preventive medicine and health promotion) that will confirm or overrule the eviction decision and inform you of the health instructions to apply.

- An e-mail from the Human Resources department informing you of the organizational measures adopted (telework assignment, taking into account your sick leave, your Special Absence Authorization – ‘ASA’, etc.).
HOW TO DEAL WITH COVID-19

REPORTING
If you have tested positive for COVID-19, have symptoms or have been in contact with a person who has been tested positive, you have to proceed with your reporting on the e-mail address: https://applications.univ-fcomte.fr/AsIPAN

You must specify:
- Your full name and phone numbers
- If you have been tested positive (without sending the test result)*
- If there is a suspicion (without detailing the symptoms)*
- If you have been in contact with a person who has tested positive
*in accordance with the respect of the medical secrecy

Following this report, you will be contacted by the University’s preventive and occupational physician and by the health authorities.(Regional Health Agency – ARS, Primary Health Insurance Fund – CPAM).

WHAT INFORMATION WILL YOU RECEIVE IN THE EVENT OF A REPORTING?

For personnel who are symptomatic or have tested positive, you will receive an e-mail:
• From the SUMPPS doctors specifying you the instructions to follow.
• From the Human Resource department (’DRH’) which will inform you of your telework assignment, or that your work leave, your Special Absence Authorization – ‘ASA’, etc. will be taken into account.

For personnel who have been in contact with a person tested positive:
• Either you are identified by the ARS as a contact at risk. The ARS will contact you. In addition, an e-mail will be sent to you by the university’s SUMPPS, with a copy to the ‘DRH’, providing you with the instructions on how to proceed.
• Either you are not identified by the ARS as a contact at risk: an e-mail will be sent to you by the University Health Office, with a copy to the ‘DRH’, providing you with instructions on what to do according to your situation.

RETURN TO YOUR WORKPLACE
Your return to your workplace is possible under the following conditions:

A / A symptomatic personnel tested:
• Positive to COVID-19, is authorized to return to his/her workplace after advice from the preventive medicine department that he/she must contact 7 days after the beginning of the first symptoms.
• Negative to COVID-19, is authorized to return to his/her workplace upon receipt of test results if his or her health condition allows it.

B / An asymptomatic personnel tested:
• Positive to COVID-19, is allowed to return to his/her workplace 7 days after the date of the test.
• Negative to COVID-19, is authorized to return to his/her workplace as soon as the results are received.

C / A personnel ‘contact at risk’ identified by the ARS:
• He/she is asymptomatic and lives with a person who has tested positive: he/she isolates himself/herself and takes a test immediately.
  - If the test is positive, he/she applies the measures prescribed for asymptomatic personnel. (see B)
  - If the test is negative, he/she isolates himself/herself as long as the person is sick and then again 7 days after his/her recovery. At the end of this period, he/she takes a second test and applies the measures prescribed for the asymptomatic personnel. (cf B)
• He/she is asymptomatic and does not live with the person tested positive: he/she isolates himself/herself from the patient and takes a test 7 days after the last contact.
  - If the test is positive, he/she applies the measures prescribed for asymptomatic personnel. (see B)
  - If the test is negative, he/she is allowed to return to his/her workplace upon receipt of the results.

For further information and to contact the COVID-19 referent at the University of Franche-Comté, please write to: signalement-covid19@univ-fcomte.fr