

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**.

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>
 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.).

2

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.

3

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-Comt , please write to: signalement-covid19@univ-fcomte.fr

