

COVID-19 reporting protocol - BUas staff 30 September 2021

Scenarios - What to do.....

1. If you have symptoms of COVID-19:

- You call in sick or absent by telephone to your own manager (when reporting sick, make sure to also register this in HR2day).
- You make an appointment with the GGD to get tested: [Testing for coronavirus | Coronavirus COVID-19 | Government.nl](#). Please note: self-tests are not a substitute for testing by the GGD. A negative self-test result only means that you are not contagious for the next 24 hours, but does not rule out the possibility that you actually have the coronavirus.
- Go into quarantine while waiting for the test and the test result and discuss with your manager whether working from home is possible.
- You inform your manager of the test result.
- If the test result is positive you continue with scenario 2.

2. If you have been diagnosed with COVID-19:

- You report the diagnosis to your manager by email.
- You inform your manager of the phone number where you can be reached by BUas to discuss whether colleagues and/or students need to be informed.
- BUas will inform colleagues and/or students if needed.
- You go into isolation and follow the steps in the information letter you will find here: <https://informatiehulp.rivm.nl/>. Choose 'English' at the top right of the page and click on 'I have tested positive for COVID-19'.

3. If you have a direct family member, housemate or close contact diagnosed with COVID-19 or if you have received a notification in the CoronaMelder app:

- Go to: <https://informatiehulp.rivm.nl/>, choose 'English' at the top right of the page, fill in the questions to determine your situation and follow the rules in the information letter that appears on your screen based on your answers.
- Inform your manager if it turns out that you have to quarantine and discuss whether working from home is possible.
- More information on self-quarantining: [Self-quarantining \(staying at home\) due to coronavirus | Coronavirus COVID-19 | Government.nl](#)
- If you develop any symptoms, you will continue with the steps listed for scenario 1.