



Guideline to procedure in the event of COVID-19 infection or suspected cases 8 October 2021, Switzerland

in connection with the pandemic spread of the corona virus

Date, version	8 October 2021 Switzerland
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Approved by	Swiss Coronavirus Task Force
Classification	Guideline
Supplements	-

This document is a guide to how you should act and react if **COVID-19 infections or suspected cases** occur in your area of responsibility. As a matter of principle, the protective measures defined by the Federal Office of Public Health, the cantonal authorities and Implenia internally must be observed and implemented by all employees at all times. Detailed information can be found on the [Implenia Intranet](#).

Below are six defined **scenarios of COVID-19 infections or suspected cases** and the respective procedures for the employee concerned and the relevant supervisor.

1. An employee has typical COVID-19 symptoms
2. An employee is tested for COVID-19 and receives a positive result
3. An employee who has tested positive for COVID-19 is contacted by the cantonal authorities for the purpose of contact tracing
4. An employee has to go into quarantine because they have come into close contact with a person who tested positive
5. During quarantine, an employee develops typical COVID-19 symptoms
6. An employee has had close contact – either in private or at work – with a person who is being tested for COVID-19

Definitions

- Close contact: Contact is defined as close if an insufficient distance was maintained from the other person for an extended period of time and no protection was in place (e.g. a partition or both persons wearing a hygiene mask). An “extended period” means a total of more than 15 minutes per day (cumulative). An “insufficient distance” means less than 1.5 metres.
- Quarantine: Stay at home or in suitable accommodation. Avoid any contact with other people, except for people who are also in quarantine and live in the same household as you.
 - *You do not need to be quarantined under the following circumstances:
 - If you are fully vaccinated, you do not need to be quarantined for 12 months. Confirmation of vaccination is required.
 - During 6 months from the 11th day after confirmation of your infection. For this, you need proof that you have been infected with the coronavirus within the last 6 months and are considered to have recovered.
 - Despite being released from quarantine: continue to follow the hygiene and behavioural rules and the instructions on the mandatory mask. It is important that you act prudently, as according to the current state of knowledge, a previous coronavirus illness or a COVID-19 vaccination does not offer 100% protection against transmission of the coronavirus to other persons.
- Fully vaccinated means:
 - You have received two doses of vaccination
 - You have had an infection with the coronavirus (confirmed by PCR test, rapid antigen test or antibody test) and have received a vaccination dose at least 4 weeks afterwards.
- Isolation: Stay at home or in suitable accommodation and avoid any contact with other people. Even those who live in your household.
- Detailed instructions to be followed in case of quarantine or isolation are to be found at www.bag.admin.ch

	Procedure on the part the employee concerned	Procedure on the part of the relevant supervisor
<p>1. An employee has typical COVID-19 symptoms</p>	<ol style="list-style-type: none"> Stay at home and avoid contact with other people. Report to your supervisor. If the symptoms occur during working hours, go home as soon as possible and directly after consulting your supervisor. Get tested for COVID-19 if recommended. The costs of the test are borne by the Federal Government. Stay at home and avoid contact with other people until the test result is available. Test is positive: Follow the procedure as described under Scenario 2 (see below) <p>Test is negative: stay at home until you have had no symptoms for 24 hours. This does not apply in the case of quarantine already started as a result of close contact. In any case, be sure to follow your doctor's instructions.</p> <ol style="list-style-type: none"> If possible (whether the test result is positive or negative), ask your doctor to issue a medical certificate from the first day of your absence. In the event of a positive test, the written test result is sufficient. 	<ol style="list-style-type: none"> Report your absence to the HR manager responsible Optional, at the supervisor's discretion: Inform your team of the absence and of what will happen next All employees can continue to work at their place of work even if they have had close contact with the potentially infected employee. All protective measures must continue to be consistently implemented and followed.
<p>2. An employee is tested for COVID-19 and receives a positive result</p>	<ol style="list-style-type: none"> You have to go into isolation. Follow the instructions on isolation issued by the Federal Office of Public Health. Immediately inform your supervisor of your isolation and give them the contact details of all persons with whom you had close contact during working hours within a period of 48 hours before the symptoms appeared. In this case, in consultation with your superior, get in touch with the individuals you were in close contact with yourself, tell them about your illness and instruct them to go into quarantine (* for exceptions see page 2). 	<ol style="list-style-type: none"> Report the isolation to the HR officer responsible Ask the isolated employee to provide the contact details of all those with whom they were in close contact during working hours within a period of 48 hours before the onset of symptoms. In consultation with the employee who tested positive, immediately inform all persons with whom the employee came into close contact at the workplace and send your own employees home to go into quarantine*. The cantonal tracing centres may be overburdened, in which case it might take them longer to get in touch with the close contacts. This is why it is a

	<ol style="list-style-type: none"> 4. As a rule, you will not be able to leave the house until 48 hours after the symptoms have subsided. Call a doctor if you are concerned about your condition. In principle, however, at least 10 days must have passed since the symptoms began. Ask your doctor to confirm the time at which you can return to work. 5. Have your doctor issue you with a medical certificate for the entire period of isolation and send this to your HR manager. Alternatively, you can use the isolation certificate issued by the tracing centre in your canton of residence. 6. Report your absence as an illness. 	<p>good idea to be proactive and have the close contacts go into quarantine* right away.</p> <ol style="list-style-type: none"> 4. Inform your team of the current situation and what will happen next 5. Check whether the quarantined employees can work from home. 6. Employees who cannot work from home have 80% of their lost pay reimbursed by the Federal Government. For details of the procedure for employees in quarantine, see scenario no. 4
<p>3. An employee who has tested positive for COVID-19 is contacted by the cantonal authorities for the purpose of contact tracing</p>	<ol style="list-style-type: none"> 1. The positive test result is sent to the relevant cantonal health authority (Tracing Centre). The relevant canton of residence is responsible. 2. The competent cantonal authority will contact the employee to jointly determine with whom they have had close contact. Please note: In the current situation, the cantonal office may not be able to contact them promptly. In this case, inform your close contacts of your illness yourself and instruct them to go into quarantine (* for exceptions see page 2). Report the names using the form provided when requested to do so by the canton. 3. The authority might contact the relevant individuals and determine which of them have to remain in quarantine*. 	<ol style="list-style-type: none"> 1. Maintain regular telephone contact with employees who are in quarantine. 2. It is possible that the cantonal authorities will release employees who have already been sent to quarantine* or send other employees into quarantine. Employees must always comply with these instructions.
<p>4. An employee has to go into quarantine because they have come into close contact with a person who tested positive.</p>	<ol style="list-style-type: none"> 1. Ideally, the cantonal office responsible will inform you by telephone or in writing that you have to go into quarantine*. You must always follow the instructions issued by the cantonal authorities. In the current situation, however, you may not be contacted. In this event, it is important that you comply with the quarantine (* for exceptions see page 2) of your own accord as a result of having come into close contact with a person who has tested positive. 2. Inform your superior immediately if you are instructed to go into quarantine* by the authorities or by a person who has tested positive. 3. Ask your doctor to issue a certificate to this effect or ask the cantonal authorities to confirm the entire duration of the quarantine if you are 	<ol style="list-style-type: none"> 1. Maintain regular telephone contact with employees who are in quarantine. 2. It is possible that the cantonal authorities will release employees who have already been sent to quarantine* or send other employees into quarantine. Employees must always comply with these instructions.

	<p>unable to work from home. Forward the certificate or confirmation to your HR manager.</p> <p>4. The quarantine* period may be reduced from 10 to 7 days if the person concerned carries out a rapid antigen test or PCR test on the seventh day of quarantine and the result is negative. The entitlement to wage replacement by the EO ends after the 7th day starting from 8 February 2021. If the employee cannot perform their work from the home office, Implenia recommends that they take such a test and Implenia will reimburse the test costs on receipt of a receipt. The cantonal authorities must confirm the quarantine period has come to an early end after receiving the negative test. In all cases, contact your supervisor and HR manager in good time.</p>	
<p>5 During quarantine, an employee develops typical COVID-19 symptoms</p>	<ol style="list-style-type: none"> 1. Contact your doctor, the cantonal authorities and your superior immediately by telephone 2. As a rule, the cantonal authorities and/or the doctor will instruct you to be tested for COVID-19. 3. Follow the procedure as described in Scenario 1. 4. If the test result is positive, you must go into isolation (follow the procedure described in Scenario 2) 	<ol style="list-style-type: none"> 1. Follow the procedure as described in Scenario 1. 2. If the employee's test result is positive, follow the procedure described in Scenario 2.
<p>6. An employee has had close contact – either in private or at work – with a person who is being tested for COVID-19</p>	<ol style="list-style-type: none"> 1. You can stay at work. 2. Inform your supervisor immediately. 3. Make sure that you are informed as soon as possible of the test result of the person with whom you had close contact. 4. If the test result is positive, you must go into quarantine (* for exceptions see page 2) in consultation with your supervisor, even if you have not yet been contacted by the cantonal authorities. Please note that you will only have to go into quarantine if you yourself came into <u>close</u> contact with the person who tested positive. 	<ol style="list-style-type: none"> 1. Instruct the employee to follow the protective measures conscientiously and inform you immediately of the test result. 2. If the employee has had close contact with a person who tested positive, you must instruct them to go into quarantine*. 3. Follow the procedure as described in Scenario 1.

For further information and assistance, see the [Implenia intranet](#) or call the Implenia Corona Hotline: 058 474 74 78