Dear Parents and Guardians,

We are writing to inform you that a person at your child’s/children’s school is strongly suspected of having coronavirus (COVID-19).

In this letter, we would like to concisely explain the steps now being taken at the school in accordance with the Austrian Epidemics Act as well as who takes these steps and in what order.

1. The school leadership team immediately informs the school doctor. The school doctor immediately contacts the local health authorities (municipal authority [Bezirkshauptmannschaft or Magistrat], public health officer [Amtsarzt]).

2. If the school doctor is not available, the school leadership team immediately contacts the local health authorities (municipal authority, public health officer).

3. Immediately afterwards, the school leadership team informs the competent education authority.

4. If a pupil under the age of 18 is affected, the school leadership team immediately informs his or her parents or guardians.

5. Until a public health officer has arrived, the Ministry of Health recommends keeping the suspected case in a separate room. In order to minimise risk, no one must be allowed to leave the school building until the public health officer has arrived.

6. Further steps will be ordered by the local health authorities or public health officer. Testing and similar measures will be performed on health authority instructions. The health authorities will also decide which people must stay in the school for further investigations to be carried out. The school leadership team will assist the authorities in implementing these measures.

7. The school leadership team will document which people are or have been in contact with the suspected case (e.g. using class lists, staff lists, timetables and room plans).

8. The school leadership team will document the decisions and measures taken (and the times at which this was done) and send the information to the competent education authority.

9. If a case is confirmed, further measures will be taken (e.g. closure of the school, disinfection, etc.) on the basis of the Epidemics Act.

The Federal Ministry of Education, Science and Research