

Information about participation and registration

- Who can participate in COVID-19 tests for employees?
 - Employees/students completing laboratory internships of the University of Vienna working at the locations mentioned on the intranet can make use of the COVID-19 tests for employees. Due to its duty of care for the welfare of its staff, the University of Vienna intends to continue research and teaching operations in those areas, in which digital and hybrid approaches, such as working from home or online courses, are not feasible. This applies in particular to locations with laboratory operations. Depending on the continuously decreasing availability of the expendable test materials on the global market and the resulting testing capacities, the COVID-19 test for employees will be gradually rolled out to other locations of the University of Vienna. You will receive information in advance if the COVID-19 test for employees is available at your organisational unit and you can make use of it.
- Are COVID-19 tests for employees voluntary?
 - Yes, participation in the COVID-19 tests for employees is voluntary.
- Do I have to register if I want to have a COVID-19 test for employees? If yes, where can I register?
 - Yes, you have to register once under covid19-test.univie.ac.at.
- Can my superior oblige me to participate in a COVID-19 test for employees?
 - No, participation in the COVID-19 tests for employees is voluntary.
- When and where can I get tested?
 - Information about the locations and the opening hours of the sample collection stations is provided by your faculty.

General information about the test and the test result

- What is the COVID-19 test for employees?
 - Cells from the back of the pharynx are collected by gargling with a saline solution. A sub-sample of these cells is tested for specific markers of SARS-CoV-2 using RT-qPCR in the laboratory.

- How precise is the result of the COVID-19 test for employees?
 - The sensitivity and specificity of the RT-qPCR screening are very high. False positive results can almost be excluded. Samples taken through gargling and throat swabs lead to the same results.
- Is the test result a medical finding that I may use, for example, to present to authorities or for traveling abroad?
 - **No. The results of the COVID-19 test for employees / students completing laboratory internships is not a medical diagnosis. These tests are offered to give participants the opportunity to detect an infection and to get medical clarification. If you receive a positive test result, you are suspected to have contracted COVID-19 in any case.** If you receive a positive test result, please follow the procedure for reporting a [suspected or confirmed COVID-19 infection](#). Call the health service hotline 1450 and immediately notify your superior.
- How do I receive the test result?
 - As soon as there is a test result you receive an e-mail to your e-mail address of the University of Vienna. In this e-mail, you find a personal link to access your test result.
- Can I forward the notification of the available test result to another (private) e-mail address?
 - Under covid19-test.univie.ac.at/profile, you can specify how you would like to be notified of your test result. The default setting is that notifications of your COVID-19 test for employees are sent to your e-mail address of the University of Vienna. Additionally, you can also provide another e-mail address to which notifications should be sent.
- When do I receive the test result?
 - Normally, you receive the test result within 48 hours, but usually already within a day. You should check your e-mail account of the University of Vienna regularly, but no later than the morning of the day following your test before you go to your place of work at the University of Vienna.
- Do I have to pay for the COVID-19 test for employees?
 - No, participation in the COVID-19 test for employees is free of charge for employees / students completing laboratory internships of the University of Vienna.
- How often can I be tested?
 - Every participating employee / students completing laboratory internships can be tested no more than twice a week at the moment. Up-to-date information about the locations and the opening hours of the sample collection stations is provided by your faculty.

- For how long is the COVID-19 test for employees offered?
 - COVID-19 tests for employees are offered depending on the availability of the expendable test materials on the global market and the need for COVID-19 tests. Any changes to the COVID-19 tests for employees are circulated immediately.
- Can I be tested if I experience typical COVID-19 symptoms and/or if a person with whom I had contact was tested positive?
 - No. In this case, do not come to the University and follow the procedure for reporting a [suspected or confirmed COVID-19 infection](#).

Information about data protection

- Is the data processing required for the COVID-19 test for employees permissible from a data protection perspective?
 - Yes, according to the Data Protection Officer of the University of Vienna, this data processing is generally permissible. If you have any questions regarding data protection, please contact the Data Protection Officer of the University of Vienna (dsba@univie.ac.at).
- Which personal data are stored for the COVID-19 tests for employees?
 - The following data are stored:
 - Consent to the declaration of consent
 - u:account UserID and an alternative UserID (for exchanging data with the laboratory)
 - The personalised bar code (person ID for tests for employees / students completing laboratory internships)
 - The test ID
 - An alternative (private) e-mail address and mobile phone number
- How are my data protected?
 - The test results can only be accessed by the employees / students completing laboratory internships who were tested. They cannot be accessed by third parties. Access is restricted to the UserID and a password. The data stored in the database for COVID-19 tests for employees are encrypted.
- Who can access my test result?
 - Only you can access your test result.

- For how long are my test results stored?
 - The results are stored until the end of the COVID-19 tests for employees. You can access your test result any time at covid19-test.univie.ac.at/sample. You can withdraw your consent to the processing of your data at any time. If you withdraw your consent, the data are immediately erased. In this case, please contact covid19-test@univie.ac.at. If you have any questions regarding data protection, please contact the Data Protection Officer of the University of Vienna (dsba@univie.ac.at).
- Is there a testing history for every person participating in the test?
 - Yes. You can access all your test results any time.
- Can I request the erasure of the test results?
 - Yes. You can withdraw your consent to the processing of your data at any time. If you withdraw your consent, the data are immediately erased. In this case, please contact covid19-test@univie.ac.at. If you have any questions regarding data protection, please contact the Data Protection Officer of the University of Vienna (dsba@univie.ac.at).
- Is my superior allowed to force me to inform them regularly about my test results?
 - No. However, if you have been tested positive for COVID-19, you have to follow the procedure for reporting a [suspected or confirmed COVID-19 infection](#). Call the health service hotline 1450 and immediately notify your superior.

Information about the test kit and the gargle test

- What does a test kit contain?
 - The components of a test kit are:
 - Instructions for taking pharynx gargle samples
 - Gargle sampling solution
 - Spitting tube
 - Sample tube with code
 - Pipette
 - Transport container
 - Bag with UN3373 label
 - Further information is provided by your faculty.

- How do I take the gargle sample?
 - The test kits contain instructions for taking the gargle sample. Further information about the correct way of taking a gargle sample and a short [video tutorial](#) are available.
- Can I re-use components of the test kit?
 - The gargle sampling solution and the sample tube can be used only once. The pipette, the spitting tube and the transport container can be re-used. You have to thoroughly clean the pipette and the spitting tube after every use if you would like to re-use them. If you have been tested positive for COVID-19, you have to thoroughly clean these components of the test kit and throw them away.
- How long can I store a test kit?
 - Test kits that were not used can be stored at room temperature for several weeks and used afterwards.
- When should I take the COVID-19 test for employees?
 - You have to take the gargle sample for the COVID-19 test for employees at home in the morning on an empty stomach. Afterwards you have to hand in the sample at a sample collection station at your place of work.
- How should I carry the sample tube?
 - You must carry the sample tube containing the gargle sample only in the transport bag with UN3373 label and the transport container that are part of the test kit.
- For how long can I carry a sample without cooling?
 - You can carry the sample from home to your place of work without cooling. To guarantee the optimal condition of the sample, we do not recommend storing the sample at room temperature for more than 4 hours.
- What should I do with the rest of the sample that I do not fill into the sample tube?
 - Please thoroughly rinse the spitting tube and the pipette with running water.

Information about the availability and handing in of the sample tubes

- When and where do I get a test kit?
 - At the start of the COVID-19 tests for employees, the test kits are distributed at the participating locations or organisational units in coordination with the responsible dean's office or office of the centre. Then, new test kits or components that are only usable once (refill kit) are distributed by the participating organisations at the sample collection stations.
- When and where can I submit my sample tube?
 - The participating organisational units inform their employees/ students completing laboratory internships about the location and opening hours of the sample collection stations. Further information about the opening hours of the sample collection stations is provided by your faculty.
- How can I hand in my sample tube?
 - Please observe the safety notes on site and the minimum distance labels when handing in your sample tube. Wear a face mask. Disinfect your hands before handing in your sample tube. Do not take the sample tube out of the transport container before you reach the sample collection desk. Keep your mobile phone or the print out with your personal bar code within reach. (You can access your bar code here covid19-test.univie.ac.at/profile). Disinfect your hands thoroughly after handing in your sample tube.
- What do I have to hand in at the sample collection station?
 - You only have to hand in the sample tube. Take it out of the transport container at the sample collection station.
- Can I hand in a sample tube without being registered for the COVID-19 test for employees?
 - No, this is not possible. Please register once for the COVID-19 test for employees under covid19-test.univie.ac.at.
- Can I ask staff at the sample collection station to register me for the test?
 - No, this is not possible. Only you can register for the test under covid19-test.univie.ac.at.
- I forgot to register or could not come to the sample collection station during the opening hours. What should I do with my sample tube?
 - At the sample collection stations there are suitable disposal containers. If the sample collection station is already closed, please leave the sample tube in the transport container and throw it away at home.

-
- I did not manage to hand in my sample tube on the same day. What can I do?
 - Please rinse the sample tube and throw it away. Collect a new sample tube and gargle sampling solution from the sample collection station.
- Why can I only hand in my sample between 7:30 and 9:15?
 - To ensure a prompt analysis of your sample, your sample tube has to arrive at the laboratory until 10:30.
- What should I do if I want to take a COVID-19 test for employees but did not get a test kit?
 - Please contact the COVID-19 coordinator at your faculty or centre. Alternatively, you can also collect a test kit from a sample collection station during the opening hours.
- Can I take several test kits?
 - To ensure that a sufficient number of tests are available for all participating employees/ students completing laboratory internships, you should not collect components for more than two tests per week.
- May I also use the test kit for my family?
 - No. The COVID-19 test for employees is only for employees / students completing laboratory internships of the University of Vienna. If you have been tested positive for COVID-19, you have to follow the procedure for reporting a [suspected or confirmed COVID-19 infection](#).
- Can I hand in my sample tube at any sample collection station of the University of Vienna?
 - We ask you to hand in your sample tube at the sample collection station at your place of work. This allows for a better ability to plan the capacities of individual sample collection stations. However, you can generally hand in your sample tube at any sample collection station.
- Can I bring my sample tube to another laboratory?
 - No. The samples can only be analysed by the laboratory of the University of Vienna.
- Can I bring my sample tube directly to the laboratory of the University of Vienna?
 - No. You must hand in the sample tube at a sample collection station at the University of Vienna. Otherwise, it is not possible to assign the sample to your person.

- Can I give another person my sample tube to take it with them to the sample collection station?
 - No. Only you can hand in your sample tube.

Measures if the test result is positive

- I have been tested positive. Which steps do I need to take? What consequences do I face if I do not take them?
 - If you are on the premises of the University of Vienna: Please put on a face mask. Go home immediately and follow the procedure for reporting a [suspected or confirmed COVID-19 infection](#).
 - If you are not on the premises of the University of Vienna: Follow the procedure for reporting [a suspected or confirmed COVID-19 infection](#).
 - **You have to follow the requirement of mandatory notification and reporting of a suspected or confirmed COVID-19 infection. If you violate these rules, you may face consequences based on the regulations of labour law.**
- I have been tested positive. When can I be tested again at the University of Vienna?
 - If you have been tested positive for COVID-19, you have to follow the procedure for reporting a [suspected or confirmed COVID-19 infection](#). If the suspected COVID-19 infection is confirmed by an officially decreed test, please follow the measures decreed by the authorities (official notice for self-isolation) and notify your superior. After the end of the official notice for self-isolation you can come to the University again.