**From:** Judy Espinoza, Executive Director, Human Resources  
**Date:** August 20, 2020

**Subject:** **New KDHE Guidance: COVID Notification Procedures for Supervisors**

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Colleagues:

The **COVID Notification Procedures** for supervisors to follow if an employee notifies them of a COVID related situation have been updated to reflect that supervisors should no longer collect potential close contact information from employees.  This change is being made to ensure the University’s compliance with recent legislation that prohibits the collection of this information.  I would like to have you **cascade this through your division/college with the instruction that they in turn, send to all those in their span of control who supervise employees.**

If you have previous versions of these documents saved on your computer, please discard the old documents and save a link to the [Human Resources](https://www.wichita.edu/services/humanresources/HR_Service_Center/COVID19_Employee/index.php) website so you always have access to the most current procedures. Please familiarize yourself with these documents as soon as possible.

**COVID Notification Procedures:**

As more employees return to campus, some supervisors may experience the situation of an employee reporting an illness with or exposure to COVID-19. While departments set their own call-out policies, the nature of the COVID-19 pandemic requires additional reporting and follow-up than many other illnesses.

To ensure that all COVID-19 situations are handled consistently, the University has developed standard procedures for both supervisors and employees.

1. Procedures for supervisors to follow if an employee working in-person reports an illness or becomes sick (but has not tested positive for or been exposed to COVID-19);
2. Procedures for supervisors to follow if an employee has a confirmed or presumptive case of COVID-19 or self-reports potential exposure to COVID-19; and
3. Procedures for supervisors to distribute to any employee that is showing symptoms of COVID-19, has been exposed to or diagnosed with COVID-19, or is awaiting test results for COVID-19.

Any questions about notification procedures or information on COVID leaves can be sent to [TotalRewards@wichita.edu](mailto:TotalRewards@wichita.edu).  Please be aware that we are experiencing very high volume of activity regarding COVID/leaves and our response time is a bit delayed as a result.

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*All HR services are available remotely. The Human Resource Office has limited on-site services available from 8am-12pm and from 1pm-5pm and are by appointment only. Employees are encouraged to call 316-978-3065  or email*[***HR.Service.Center@wichita.edu***](mailto:HR.Service.Center@wichita.edu)*for assistance.*