



# **NIAR'S COVID-19** **PROCESSES AND PROCEDURES**

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## **PURPOSE**

As the University prepares for and enters the Fall 2020 semester, preventing an outbreak of COVID-19 on campus is a top priority. NIAR employs essential employees that are required to be on-site in many various circumstances and cannot – like the balance of campus – eliminate all physical contact or move to remote work. Therefore, NIAR adopts the following procedures with regard to various COVID-19 related incidents.

This policies and procedures set forth herein apply only to employees of WSU's NIAR. They do not apply to third parties, such as campus visitors, vendors, or industry partners.

This process may be amended or modified at any time, at the sole discretion of NIAR's Executive Director.

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## **TESTING**

### **I. ACCESS TO TESTING**

Currently, as an employee of NIAR, you have access to COVID-19 testing. To manage the distribution and administration of testing in an efficient and equitable manner, testing will be prioritized for the following employees who may be required to receive such testing as a condition of continued employment:

1. Any NIAR employee deemed to be an essential employee; and
2. Any NIAR employee working on a contract or grant in which the customer or sponsor has required or requested COVID-19 testing may be required to submit to testing before entering the worksite of the customer or sponsor.

Employees that choose to undergo testing using the University's third-party COVID-19 testing will receive the test at no cost. However, any employee also has the option to contact his/her health care provider for testing, at his/her own expense.

### **II. REPORTING BACK TO WORK AFTER TESTING**

Employees should not assume that a negative test result means that he/she can return to work. A negative test only means that the employee was probably not infected with COVID-19 at the time that the sample was collected. It does not mean that the employee will not get sick. A negative test result does not allow isolation or quarantine to end early. It is only one component of when an employee may return to work. Employees should review the Procedures for Returning to Work Following COVID-19 Incident, below, before returning to work following testing.

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## **CONTACT TRACING AND NOTIFICATION OF POTENTIAL EXPOSURE**

### **I. CONTACT TRACING**

The Sedgwick County Health Department and Kansas Department of Health and Environment are responsible for contact tracing and will get in touch with anyone identified as a close contact.

### **II. UNIVERSITY NOTIFICATION OF POTENTIAL EXPOSURE**

The University may take additional action as necessary for targeted contact tracing, case management, and follow-up. Specifically, the University may share the following information with those persons that it deems to be potentially exposed: (1) the fact that an employee has tested positive or is exhibiting symptoms of COVID-19; and (2) the general location of the employee at the time of the potential exposure. NIAR employees may be asked to sign an Authorization and Release Regarding Potential COVID-19 Exposure allowing disclosure in certain circumstances.

The University will not be releasing the name of any employee that tests positive for COVID-19 to the general community. Employee and patient confidentiality laws prohibit the University from disclosing this information in certain circumstances and the University will comply with all applicable laws. However, in an effort to improve the health and safety of the University, the University may need to share certain information regarding any persons that may test positive for or exhibit symptoms of COVID-19. If the University gains knowledge that an employee has tested positive for or is exhibiting symptoms of COVID-19, the University may share the following information with those persons that it deems to be potentially exposed: (1) the fact that an employee has tested positive or is exhibiting symptoms of COVID-19 (the person will not be identified by name in this correspondence); and (2) the general location (i.e., building/room/lab) at the time of the potential exposure.

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## **PROCEDURES FOR RETURNING TO WORK FOLLOWING COVID-19 INCIDENT**

### **I. GENERAL RETURN TO WORK PROCEDURES**

Unless you are informed that you are an essential employee and are subject to the Return to Work Procedure for Essential Employees, the following Return to Work procedures will apply before an NIAR employee may return to work.

**A. If you missed work because you have symptoms of or have tested positive for COVID-19, do not return to work until:**

1. At least 10 days have passed since symptom onset **and**
2. You have been fever-free for at least 24 hours without the use of fever reducing medicine **and**
3. Your other symptoms have improved.

**B. If you are self-quarantining due to confirmed exposure, but have no symptoms of COVID-19, do not return to work until:** 14 days after your exposure if you do not develop any symptoms. If you develop symptoms, follow the procedures set forth in Section 1. A. above. *A negative test result does not allow you to end quarantine early. You must not return to work before the end of the 14-day quarantine.*

**C. If you are self-quarantining due to travel to a state that the KDHE has identified as a high-risk state, do not return to work until:** 14 days after your arrival in Kansas if you do not develop any symptoms. If you develop symptoms, follow the procedures set forth in Section 1. A. above. *A negative test result does not allow you to end quarantine early. You must not return to work before the end of the 14-day quarantine.*

### **II. RETURN TO WORK PROCEDURES FOR ESSENTIAL EMPLOYEES**

Due to the nature of the work being performed at NIAR, NIAR reserves the right, on a case by case basis to determine that an employee who must report to work is an essential employee. For those essential employees, the following Return to Work Procedure for Essential Employees will apply unless the employee has tested positive for COVID-19 or is showing symptoms of COVID-19.

- A. If you are deemed an essential employee, you will be notified by your immediate supervisor that the Essential Employee Return to Work Procedures apply to you.
- B. If you are in isolation or quarantine due to a potential COVID-19 exposure but are asymptomatic and have not tested positive for COVID-19, you will be expected to quarantine for 6 days.

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- C. You will be provided additional information regarding the University's third-party COVID-19 testing and, on day 5, you will submit for a COVID-19 test.
- D. If your test results are negative and you are displaying no symptoms, you will be expected to return to work on day 7.
- E. On days 7-14, you will be expected to:
  - a. Submit to a daily temperature check and confirm that you have no symptoms *before* entering the facility;
  - b. Regularly monitor your symptoms and leave work immediately if you develop symptoms or a fever while at work;
  - c. Always wear a mask when at work;
  - d. Maintain social distancing at all times possible when at work; and
  - e. Increase the cleaning and disinfecting in your area and of commonly touched surfaces.
- F. If any time during days 7-14, you develop a fever or any other symptoms or test positive for COVID-19, do not report to work. Instead, follow the procedures set forth in Section 1. A. above before returning to work.

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