

Employee Procedures for COVID-19

If you have reason to believe you are a transmission risk for COVID-19

An employee may be a transmission risk for COVID-19 and should utilize this checklist if they are:

- A close contact* of a known case of COVID-19
- Actively symptomatic with symptoms associated with COVID-19
- Awaiting test results for COVID-19
- Diagnosed with COVID-19

*Close contacts are someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a accumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes. Infected individuals can spread COVID-19 starting 2 days before symptoms (for asymptomatic, 2 days before specimen collection date).

- If you have not yet done so, contact your primary care physician or your local health department and follow any instructions given by appropriate public health officials.
- Complete the [COVID-19 Employee Report Form](#) and return to TotalRewards@wichita.edu.
- A member of the Human Resources (HR) Total Rewards team will contact you to communicate the protocol applicable to your situation.
- You may be asked to provide public health officials with a list of “close contacts” you’ve had over the past 14 days (see definition of “close contact” above). In preparing this information, it may be helpful to consider any close contact you may have had with:
 - Your coworkers, supervisors, and direct reports
 - Other WSU employees
 - Vendors
 - Third party business contacts

Note: If you utilize Outlook calendar for scheduling meetings and appointments with colleagues, you may find it helpful to review your calendar details for the previous 14 days.

- You will also be asked to provide the University with a list of WSU locations where you were present over the past 14 days, including any WSU campus building, Innovation Campus partner buildings, outside companies, and University vehicles. In preparing this information, it may be helpful to consider any locations where you regularly work, perform special assignments, have recurring meetings, attend or teach class, or gave a presentation