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:

- Identified by public health officials as 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

*The Sedgwick County Health Department (per Kansas Department of Health and Environment guidance) defines “close contact” as being within six (6) feet for a prolonged period (10 minutes or longer) or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed or sneezed on).

- If you have not yet done so, contact your primary care physician or the United Way 2-1-1 COVID-19 Hotline (or your local health department if you are not a resident of Sedgwick County, KS) and follow any instructions given by appropriate public health officials.

- Complete the COVID-19 Leave Request Form and return to TotalRewards@wichita.edu.

- If your supervisor has not already done so, email TotalRewards@wichita.edu to provide your off-site contact information.

- A member of the Human Resources (HR) Total Rewards team will contact you to discuss the leave and pay benefits applicable to your situation. The HR Total Rewards team may request that you confirm any diagnosis with a doctor’s note or other documentation.

- 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.