

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:

- Actively symptomatic with symptoms associated with COVID-19
- Awaiting test results for COVID-19
- Tested positive for COVID-19

- ☐ If you have not yet done so, you are encouraged to get tested for COVID-19.
- ☐ 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.

On-Campus Exposure Procedures

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