

Supervisor Procedures for COVID-19

If Supervisor Learns an Employee Has Tested Positive for COVID-19

- Follow these procedures with regard to any Affected Employee who has tested positive for COVID-19. Set an expectation with employees that, to the extent possible, the employee should notify the supervisor if they test positive for COVID-19 *before* reporting to the onsite work location.
- If the Affected Employee is working at the onsite work location, send them home immediately and provide the [Employee Responsibilities](#) document.
- In the initial conversation with the Affected Employee:
 - Supervisors should not do any investigation into potential contacts and should only provide the guidance to the employee outlined in these procedures.
 - Collect the information below to provide to the Human Resources (HR) Total Rewards team prior to sending the employee home.
 - Advise the Affected Employee to complete the [COVID-19 Employee Report Form](#) and return to TotalRewards@wichita.edu.
- Do not, under any circumstances, disclose any information about the employee, including the name of the Affected Employee or any information that could identify the Affected Employee (*e.g.*, gender, age, physical description), to any other individual, except as instructed in these procedures. As with all other medical information, this must be kept confidential and shared only with the HR personnel identified in this procedure. HR will coordinate all communication, including any communication within your chain of command or department.
- Ask the employee to identify any areas they recently used for prolonged periods of time. If the Affected Employee has been in University areas in the preceding 7 days, close off those areas for at least 24 hours or, if that is not possible, as long as possible. Then clean and disinfect these areas as thoroughly and as soon as possible and consistent with the [CDC's cleaning and disinfection recommendations](#).
- Email the below information to TotalRewards@wichita.edu, and copy the employee's WSU *and* personal email address. If the employee does not have or check email, include the employee's phone number. **Note: To prevent personal information being visible in Outlook subject lines/email previews, send information in the following order with the subject line, "NOTIFICATION OF COVID CONTACT"**

Last Date/Time at onsite
work location:

Work Schedule:

Personal Phone Number:

Work Email:

Personal Email:

Employee Name

Employee myWSU ID
