Can I report to work in-person?

Do you have symptoms of COVID-19?

No

Have you recently been in close contact with someone who has tested positive for or been diagnosed with COVID-19?

No

You may report to work in person. Remember to maintain social distancing and good hygiene.

Yes

Notify your supervisor and do not report to work in person. Contact your primary care physician, or the Sedgwick County Health Department at 316-660-1022 (or local health department if not a resident of Sedgwick County, KS).

Complete a COVID-19 Employee Report and email to TotalRewards@wichita.edu

Symptoms Include:
- Fever or chills
- Shortness of breath
- Cough
- New loss of taste or smell
- Fatigue
- Muscle or body aches
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

For COVID-19, close contact is defined as being within 6 feet for 10 minutes or longer; or being a member of the same household; or having direct contact with respiratory droplets, such as being coughed or sneezed on.

Was contact within 2 days of that person’s onset of symptoms or of the test being administered?

Yes

Given the above definition, were you in close contact with someone who has tested positive for or been diagnosed with COVID-19?

No

Unknown

Notify your supervisor and do not report in person until you are able to determine this information. Sick and vacation leave policies apply.

Yes

Supervisors should not, under any circumstances, disclose any information about an employee who reports COVID-19 related symptoms or close contact, including the name of the employee or any information that could identify the employee (e.g., gender, age, physical description), to any other individual, except as instructed in current WSU procedures. As with all other medical information, this must be kept confidential and shared only with appropriate HR personnel.

1 If symptoms include trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake or bluish lips or face seek emergency medical care immediately. For updated information on COVID-19 symptoms, see https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

2 Supervisors should not, under any circumstances, disclose any information about an employee who reports COVID-19 related symptoms or close contact, including the name of the employee or any information that could identify the employee (e.g., gender, age, physical description), to any other individual, except as instructed in current WSU procedures. As with all other medical information, this must be kept confidential and shared only with appropriate HR personnel.

3 Updated 07/31/2020, source: https://www.sedgwickcounty.org/covid-19/testing-information/covid-19-disease-investigation-information-for-businesses/