

Supervisor's COVID 19 Management Guidance

Employees who have symptoms of a respiratory illness should stay home and not come to work until they are free of fever, and free of signs of any other symptoms *for three (3) days, without the use of fever-reducing or other symptom-altering medicines* (e.g. cough suppressants) and after seven (7) days since the start of symptoms.

Supervisors are encouraged to engage with each of their employees to ensure their wellbeing, if as a supervisor, you are concerned about one of your employees, it is alright to ask whether they have a fever, chills, cough, shortness of breath or sore throat. While these are among the symptoms of COVID-19, they are also, however, the symptoms of seasonal flu and sometimes of the common cold. It doesn't matter whether we think the symptoms belong to COVID-19 or are "just a cold." In either case, at the start of the day or if symptoms develop during the day please send your employee home and ask them to stay home until they are well as defined above. We often work when we have a minor cold, if they can telework during this time, please encourage them to do so.

-Based on CDC's Interim Guidance for Businesses and Employers

Please note that asking employees whether they have a fever, chills, cough, or sore throat does not violate the Americans with Disabilities Act (ADA). A fever, cough, sore throat and the like are not usually symptoms of a disability, which is why in an updated [guidance about pandemic preparedness](#), the EEOC expressly says that such questions do not violate the Americans with Disabilities Act. There is no right to work when an employee is sick.

Ensure CDC Guidelines Are Followed In Your Unit/Department

- Hand Washing
- Social Distancing
- Use Hand Sanitizer
- Disinfectant Wipes for Door Knobs
Light switches
Copier Touch Screens
- Cloth Masks when inside and in close contact for 10 min+

Pay/Leave Provisions

If an employee* is sent home, has been told to self-quarantine or is caring for someone who has been diagnosed with COVID 19 and are able to telework they will receive regular pay. For employees who are unable to work/telework, please see the current University Guidance and the guide to the Families First Coronavirus Response Act (FFCRA) for all other pay provisions and coordination with the Family and Medical Leave Act.

**Employee = Permanent or Temporary Staff or Faculty Member*

What if peers and colleagues express worry and concern about the safety of the workplace?

Guidance to Supervisor:

An employee(s) may learn that someone has symptoms, is being tested or has tested positive – either from their infected colleagues themselves, or through the rumor mill. If there has been a confirmed COVID-19 case in the workplace, supervisors can address this issue and let others know that an unnamed member of the workforce has been diagnosed with COVID-19. They should be told that there is no action they need to take unless they are notified otherwise.

Because employee well-being, privacy, and workplace safety remain priorities at all times, no additional information should be provided. The language below is offered as an example:

"I received a report that a colleague in our unit was diagnosed with COVID-19. If you don't receive a notification, there is no further action that needs to be taken on your part. Please continue to monitor yourself closely for symptoms and practice disease prevention behaviors such as hand washing and social distancing. Should you not feel well, please stay home and contact your primary care provider."

An employee reports they have tested positive for COVID-19. What should I do to maintain safety and privacy for my employees?

Guidance to Supervisor:

Employees who have tested positive for COVID-19 should not report to work. The supervisor should instruct staff to remain out of the workplace based on the guidance received from their healthcare provider. Additionally, the appropriate division head and Human Resources should be notified when an employee has been ordered not to report to work.

Generally, an employee may return to work when they meet **BOTH** of the following criteria: at least 3 days after resolution of fever (off fever reducing medications like acetaminophen (Tylenol) or ibuprofen) and improvement in respiratory symptoms; and at least 7 days have passed since the symptoms started.

If the employee has recently worked on campus, the supervisor should ask them to identify close contacts with whom they have interacted in the period of 48 hours prior to the onset of symptoms up until the time the individual started self- isolating. Close contacts are defined as those individuals who have been within 6 feet for a period of 10 to 30 minutes or more. The supervisor should tell the employee that they will be notifying Human Resources to ensure appropriate steps are taken to avoid the spread of the virus.

Close contacts will need to self-quarantine for a period of 14 days. Employees who are required to self-quarantine must not report to work onsite and should telework if available.

An employee is notified they are a close contact with someone who has tested positive for COVID 19 and were informed by the individual.

Guidance to Supervisor:

The employee should not report to work. Close contacts will need to self-quarantine for a period of 14 days. Employees who are required to self-quarantine must not report to work onsite and should telework if able. Supervisors should notify the appropriate division head and Human Resources whenever an employee has been ordered not to report to work.

The supervisor should consult with Human Resources for additional guidance on the appropriate time to physically return to work.

An employee is notified they are a close contact with someone who has tested positive for COVID 19 and were notified by a public health authority.

Guidance to Supervisor:

The employee should not report to work. Ask the employee what guidance has been provided by the public health department by whom they were contacted. Based on the guidance, please notify the appropriate division head and consult with Human Resources on the course of action regarding the employee's status and whether additional notification should be given to other staff members within the department.

Documentation from the employee's health care provider or local public health authority may be required to return to work.

An employee is being tested for COVID 19

Guidance to Supervisor:

The employee should not report to work. After instructing the employee to not report to work, supervisors should notify the appropriate division head and Human Resources. If the employee has recently worked on campus, the supervisor should ask them to identify close contacts with whom they have interacted in the period of 48 hours prior to the onset of symptoms up until the time the individual started self-isolating. Close contacts are defined as those individuals who have been within 6 feet for a period of 10 to 30 minutes or more. The supervisor should tell the employee that they will be notifying Human Resources so appropriate action can be taken.

Documentation may be required to provide a certification of fitness to return to work.

An employee is worried about having been exposed to someone who has been diagnosed with COVID 19 or has been tested for COVID 19 but has not received official notification from the confirmed case for the local public health authority.

Guidance to supervisor:

The employees should not report to work and the appropriate division head should be notified. **Close contacts will need to self-quarantine for a period of 14 days.** Employees who are required to self-quarantine should telework if available. If the employee begins to feel unwell, they should consult their healthcare provider.

While testing for COVID-19 is available, there are clinical criteria that need to be met in order to have the testing. Testing must be ordered by a healthcare provider and is not currently freely accessible. Human Resources will continue to work closely with other University offices in addition to local public health authorities to determine the appropriate notification processes for close contacts of those individuals that receive a positive diagnosis of COVID-19.

What if my employee contracted COVID 19 through the course of their employment?

If an employee became sick due to COVID-19 contracted during an employee's work for WCU or due to a workplace exposure, the appropriate division head and human resources should be notified as soon as possible and a Workers' Compensation claim should be submitted with the Campus Risk/Safety Office.

What if an employee doesn't come to work because they are afraid to catch COVID 19?

WCU must maintain essential services and operations, laboratory research, student services, and public safety, regardless of circumstances. There are certain positions that are required to be on-site to support those services and operations.

As the safety and wellbeing of students, faculty, and staff are of utmost importance, the University will strive to ensure CDC guidelines are being followed and to protect employees and the public to the greatest extent possible. Additionally, it is the responsibility of university employees to adhere to federal, state, system, and university guidance and regulations that may be in place at the time. As such, the university expects employees to attend work as scheduled and be fully prepared to work for the entirety of their work period. Any time away from work should be discussed and approved in advance by the supervisor.