

## COVID-19 WKU Staff Reference Guide

Updated: 08-04-2020

This document was prepared by WKU Staff Senate Executive Committee along with campus leadership to answer questions that staff have. This document will be continued to be updated as new questions arise that would help staff stay informed with WKU COVID-19 guidelines.

### Social Distancing and Face Mask

To support our Big Red Restart and Healthy on the Hill plans, we need all members of the WKU Community to help prevent the spread of the virus. Wear your mask, stay 6 feet apart, and perform your daily health checks. Together, we can be successful operating alongside COVID-19.

### WKU COVID-19 Daily Health Checklist

Please review the checklist every day before reporting to campus. If you have any of the following conditions. STAY HOME and contact your supervisor.

- Fever (a temperature above 100.3 F)
- A cough
- Shortness of breath
- Muscle aches or chills
- Sore Throat
- Diarrhea/vomiting
- Loss of taste or smell
- You or anyone you have been in close contact\* with has been diagnosed as having COVID-19 or placed on quarantine
- You have been asked to self-quarantine by a medical professional or local public health official

### WKU COVID-19 Daily Health Checklist (for employees that have common chronic symptoms similar to COVID-19 symptoms)

If employees have pre-existing or known medical conditions (or effect from medications) that share symptoms with COVID-19 the employee should seek guidance from their healthcare provider on determining when symptoms could be related to COVID-19.

### Will WKU require testing for employees to come back to work if they display symptoms?

WKU will not require an employee to submit to a COVID-19 test, however if the employee is displaying symptoms consistent with COVID-19 they can be directed to immediately see their personal healthcare provider or Graves Gilbert Clinic to obtain a physician's clearance to return to work.

\*For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient isolated.

## After receiving a positive Covid-19 test, must an employee be retested with a negative test result before returning to work?

WKU will not require a negative COVID-19 test result before employees return to work after testing positive for COVID-19 however it is recommended following a positive test and quarantine, they should obtain a clearance for return to work from their healthcare provider or GGC.

### Covid-19 Testing

Graves Gilbert Clinic (GGC) will provide both PCR (live virus) and antibody tests on campus. Testing is currently available if individuals meet one of the criteria outlined by the Centers for Disease Control (CDC) or Kentucky Department of Public Health or as ordered by a physician. Criteria include:

- Individual displays symptoms consistent with those identified for COVID-19 infections
- Individual has been in close contact with someone who tested positive for COVID-19
- Individual is identified by public health through contact tracing as likely exposed to an infected person
- Physician orders a test based on identified risk factors or prior to a medical procedure

Currently, test results for either live virus or antibodies are back within two and four days. For employees and their dependents who are covered under the WKU Employee Health Plan, the following costs have been waived:

- Member cost-share (copay, coinsurance and deductibles) for the diagnostic test related to COVID-19, as well as for visits associated with COVID-19 testing, throughout the public health emergency;
- Member cost-share for in-network telehealth visits, including visits for behavioral health and select physical, occupational and speech therapies through September 13, 2020;
- Member cost-share for in-network providers on treatment of COVID-19 through December 31, 2020.

Some universities have elected to require PCR testing of all incoming students. WKU has not chosen this approach based on consultation with our partner physicians and the most recent guidance from the Centers for Disease <https://www.cdc.gov/coronavirus/2019-ncov/faq.html#Testing>.

Additionally, WKU is working closely with GGC to provide a rapid test option with local laboratory processing that may drastically reduce the wait time for results. When these plans are finalized, information will be communicated to all employees.

### Employees that test positive for COVID-19

WKU employees who test positive for the COVID-19 should not come to campus and contact their supervisor. Employees should also report confirmed or suspected COVID-19 exposure by calling the

COVID Hotline at 270-745-2019 or email [wkuemgm@wku.edu](mailto:wkuemgm@wku.edu).

## QUARANTINE

WKU faculty, staff and students who have symptoms consistent with COVID-19, have been in close contact with someone who tests positive for the virus, have been contacted by public health and directed to quarantine, or have traveled to a state or country that is covered by a travel restriction issued from the Office of the Governor, are required to self-quarantine for the prescribed period, typically 14 days, and contact GGC or your personal healthcare provider for guidance.

<https://kentucky.gov/Pages/Activity-stream.aspx?n=CHFS&prId=281>

We ask that all members of the WKU community answer the call if a public health representative reaches out to you. The representative will provide verification of their identity and direct you on appropriate actions to take, which may include self-quarantine, testing, etc.

## COVID-19 Quarantined Related Time Off

The Families First Coronavirus Response Act (Emergency Paid Sick Leave category) provides eligible employees with paid leave benefits that are in addition to any vacation or sick leave benefits that may already be provided to you as a WKU employee. A full-time employee who meets one of the qualifying criteria listed by the Families First Coronavirus Response Act is eligible for 100% pay continuance for their regular rate of pay for up to 80 hours (in addition to any accrued sick or vacation leave). Active part-time employees are eligible for the average hours paid over two weeks. These leave benefits will apply for the period April 1, 2020 – December 31, 2020. For more detailed information on Expanded Family and Medical Leave please read <https://www.wku.edu/hr/wkuffcra.php>

## Working while in Quarantine

Employees can continue working while in quarantine if work responsibilities allow work to be completed remotely. Employees that are working during quarantine should remain in contact with their supervisor. Employees that are unable to complete work responsibilities while in quarantine should use the time allowed by the Families First Coronavirus Response Act (80hrs), or any accrued sick or vacation leave.

## WKU Campus COVID-19 reporting mechanism

The public health department will personally contact any individuals who are identified through contact tracing as being at risk. In addition, they will contact WKU if additional actions are required to be undertaken by university.

WKU will post aggregate data regarding campus related cases on the WKU Healthy on the Hill Website <https://www.wku.edu/healthyonthehill/reporting/dashboard/index.php>

WKU will comply with state and Federal privacy laws related to personal healthcare information.

## What type of communication a staff member might expect from the university if a coworker tested positive?

Public health will contact anyone that is found to have been in close contact with an infected person. Our healthy at work officers will work with them to assist in the contact tracing. WKU is not allowed to publicly share an individual's personal medical information. The university will provide aggregate numbers Relative to COVID cases, and testing for campus on the dashboard at <https://www.wku.edu/healthyonthehill/>

## Telework

What are the telework recommendations? Kentucky Healthy At Work guidelines?

WKU continues to promote and encourage telework/remote working arrangements, as determined by department/unit heads and approved restart plans. All on-campus work must be in compliance with the KY healthy-at-work rules and the rules specific to WKU.

## At-Risk Groups (or Living with At-Risk Individuals)

WKU employees in at-risk groups, or those who are living with an individual or individuals with higher risk, will work with their supervisors, directors, or unit heads along with consultation with Human Resources—to find possible alternatives to reduce risk and exposure.

If the employee's job does not allow for remote work and/or they cannot work out an arrangement with their supervisor, they will make a consideration/accommodation request using the Staff Employee Consideration Request form and procedure (this form to be available very soon).

## Dependent child care not available

The Families First Coronavirus Response Act (Expanded Family and Medical Leave category) category assists employees who are unable to work (or telework) to care for a dependent child whose school or care facility has been affected by the COVID-19 event is eligible for up to 12 weeks of leave. The first two weeks (10 days) of such leave is to be unpaid unless the employee elects to use Emergency Paid Sick Leave as described above or uses accrued sick or vacation leave. The remaining 10 weeks of leave are paid at 2/3 of the employee's customary pay rate. An employee may use accumulated sick or vacation leave for the remaining 1/3 of pay to remain in a paid status at 100% of customary pay. These leave benefits will apply for the period April 1, 2020 – December 31, 2020. For more detailed information on Expanded Family and Medical Leave please read <https://www.wku.edu/hr/wkuffcra.php>

## Employees sending dependent children to Virtual Classrooms for K-12

If the employee's job does not allow for remote work and/or they cannot work out an arrangement with their supervisor, they will make a consideration/accommodation request using the Staff Employee Consideration Request form and procedure.

## Covid-19 related Anxiety

WKU employees who suffer from COVID-19 related anxiety may work with their supervisors, directors, or unit heads along with consultation with Human Resources— to find possible work alternatives to allow employees to complete work.

## Employees not following COVID-19 prevention guidelines set by WKU

Non-Faculty Employees that demonstrate repeated failure to comply with the protective measures applicable to their work areas or assigned job functions are subject to disciplinary actions as prescribed in Policy 4.8501 Disciplinary Actions for All Non-Faculty Employees.

<https://www.wku.edu/policies/docs/index.php?policy=292>

## Students not following COVID-19 prevention guidelines set by WKU

Students that demonstrate repeated failure to comply with the protective measures applicable to areas of campus they frequent are subject to disciplinary actions as prescribed in the Student Code of Conduct. <https://www.wku.edu/studentconduct/student-code-of-conduct.php>

## Campus vendors/contractors not following COVID-19 prevention guidelines set by WKU.

Employees of contractors or vendors that provide services to WKU campuses, that fail to comply with the protective measures applicable to areas of campus they frequent are subject to penalties ranging from a written notification of violation of campus policy to termination of contracts. These actions will be conducted by the Director of Supply Chain Management in concert with the Office of the University General Council.

## Campus visitors not following COVID-19 prevention guidelines set by WKU.

Visitors to the WKU campus must also comply with the provisions of this policy. Visitors who fail to wear cloth face coverings are not allowed in university buildings, or within 6 ft of other persons outside. If the visitor is a guest of a university department or employee, the host is responsible for enforcement of this policy. If the visitor is attending an athletic event or performance the event staff shall act to enforce the policy. Visitors outside these categories that fail to comply should be reported to the Department of Environmental Health and Safety

via Email at EMGM@wku.edu.

## WKU Police

WKU Police Department should only be contacted regarding COVID-19 guideline compliance if a disturbance is caused or when there is a perception that an individual is in the way of immediate danger or risk.

## Supervisors who have employees who test positive for COVID-19

The employee's supervisor should verify that the employee is in self-quarantine at home, and that they must not come to work until their prescribed quarantine period is met.

Recommend that they follow the directions from public health and to contact their personal healthcare provider or Graves Gilbert Clinic for any health-related concerns.

## What PPE will be provided by campus?

2 cloth masks for Faculty, Staff, and Student Workers, sanitizing kit, and cleaning supplies.

To request PPE go to <https://www.wku.edu/healthyonthehill/>

then click on the "Resources" ->"Faculty & Staff Resources" black box

then select,

"Request PPE" in the dropdown or "Printable Signage" and download the sign that best works for your area

Then click "Request Form" red box

Important, you must fill in all of the requested information

## Reopening Building on Campus

All Hand Sanitizer Stations have been installed at all main entrances to our facilities. DFM is responsible for the install of all entry door, elevator, and bathroom signage in each building.

## Reopening Departments on Campus

- Departments should submit restart plans to VP\Deans before returning to campus.
- All PPE submitted PPE request get reviewed by a Healthy at Work Officer, and they ask if they have submitted their restart plan, if so, they asked for a copy for the record. PPE request will be delivered to contact person listed on the PPE request form. The PPE request contact must be present and sign for the PPE request at the time of the delivery.
- Each department is responsible for implementing their plan and additional signage for their department, making request for sneeze barriers, etc.

## COVID-19 Contact Information

WKU COVID-19 website <https://www.wku.edu/healthyonthehill/>

WKU Healthy at Work Officers: (270) 745-2019

Department of Environmental Health and Safety: (270) 745-2395

WKU COVID-19 Information Line: (270) 745-2019

E-Mail: [wkuemgm@wku.edu](mailto:wkuemgm@wku.edu)