

WSU Tri-Cities COVID-19 Virus Reporting

Updated: August 27, 2020

Required daily attestation and COVID-19 symptoms

- WSU employees *must* complete a daily COVID-19 attestation prior to returning to a WSU work location.
- Supervisors must [review the attestation report](#) for their unit through myWSU to confirm completion.
- Common symptoms of COVID-19 include: fever, cough, and shortness of breath. Other symptoms may include chills, muscle pain, headache, sore throat, and new loss of taste or smell. View the [CDC website for more symptoms](#).

WSU Tri-Cities faculty and staff experiencing COVID-19 symptoms

1. Do not report to a work location (if at a work location, contact your supervisor or Human Resource Services [HRS Disability Services](#) at hres.disabilityservices@wsu.edu and indicate you are leaving work).
 - a. Follow the departmental leave procedures to notify supervisor of needed leave.
 - b. Employees are not required to disclose the specifics of a medical condition(s) when requesting needed leave.
2. Isolate yourself from others, maintain 6 feet of distance, and wear a mask.
3. Contact your Healthcare Provider in advance of your arrival to schedule a test.
4. Isolate until you receive the test results.
 - a. If the test results are *negative*, adhere to the Health Care Provider's recommendation, and return to work upon resolution of symptoms unless otherwise directed.
 - b. If the test results are *positive*, continue isolation until fever free for 24 hours without medication, and until the symptoms have gotten better, and until it has been 10 days since symptoms first appeared.

If in close contact with someone who recently tested positive

- You should stay home and away from others. Check yourself for fever, cough, and shortness of breath for 14 days from the last day you had close contact with the person. Do not go to work or school, and avoid public places for 14 days (self-quarantine).
- Experiencing symptoms? Contact your health care provider for a test and tell them you were exposed to someone with COVID-19 and are now sick.

Supervisor responsibility for reporting

1. Supervisors must review, at least daily, the [attestation report](#) for their unit to confirm all on site employees have completed their attestation.
 - a. Supervisors must follow up with employees who are expected to be on site, but have not completed their attestation.
2. If an employee provides notification that they are symptomatic for COVID-19, ensure the employee is separated from other employees and directed to self-isolate at home/location away from work site.

- a. The supervisor should refer the employee to [HRS Disability Services](#) (hds.disabilityservices@wsu.edu).
 - i. HRS Disability Services will provide the employee with information on leave options.
 - ii. HRS Disability Services will work with the employee, COVID-19 Incident Commander, WSU Tri-Cities Environmental Health and Safety, and/or other campus' personnel as appropriate, to address or provide guidance on contact tracing and environmental cleaning.
3. If an employee provides notification that they are COVID-19 positive, supervisors/departments are to contact Scott Tomren, WSU Tri-Cities campus safety and security officer, at stomren@wsu.edu regarding contact tracing and/or performing disinfecting protocols in accordance with [CDC recommendations](#).

Additional resources

- [Human Resource Services' COVID-19 Leave and Work Information](#)
- Employees with concerns related to return to work, may complete the [COVID-19 Return to Work Concerns form](#).

Questions

- Questions regarding employee and supervisor COVID-19 reporting are to be directed to [HRS Disability Services](#) at hds.disabilityservices@wsu.edu or 509-335-4521.