


Supervisor FAQs

As updated 6/1/2021 (Please do not print these FAQs as this document may be updated frequently.)

Employee Expectations

-  What are WU's expectations for employees while on campus to reduce the spread of COVID-19
- Reducing the spread of the COVID-19 virus is a shared responsibility. Washburn is doing what it can to make campus safe and every member of our community must do their part. As such, the university requires all employees, students, vendors, contractors or others who visit our campus to assist us with minimizing the spread of COVID19. The following expectations apply to all phases of re-opening unless otherwise directed by the State or County:
 - Following social distancing guidelines for individuals by staying at least 6 feet apart with only infrequent or incidental moment of closer proximity;
 - Washing hands frequently with soap and water for at least 20 seconds. If soap and water is not available, using hand sanitizer with at least 60% alcohol;
 - Avoid touching your eyes, nose and mouth;
 - Covering coughs and sneezes into an elbow or tissues. Throwing used tissues away and immediately washing your hands;
 - Cleaning and disinfecting frequently touched surfaces daily, including phones, keyboards, doorknobs, handles and light switches;
 - Requiring the use of cloth face masks ("masks") in accordance with Washburn's [mask regulation](#);
 - Following any directional signage which may be posted on campus;
 - Requiring that any individual exhibiting [symptoms](#) stay at home and contact their health care provider. The [CDC offers an online Self-Checker](#) to help individuals determine whether they need to seek medical care;
 - Staying in place until after being fever free, without aid of fever reducing medication, for 72 hours;
 - Having students or employees who are concerned about any exposure to, or any signs and symptoms of COVID-19 call Student Health at 785-670-1470 or their health care provider;
 - Reviewing Washburn University's regulations and procedures for [Communicable Disease](#);

- Having supervisors who are concerned about employees who may have been exposed, or have any signs and symptoms of COVID-19 or any other related questions contact Student Health Services at 785-670-1470 or email studenthealth@washburn.edu.



Why do we have these expectations?

- Reducing the spread of the COVID-19 virus is a shared responsibility. Washburn is doing what it can to make campus safe and every member of our community must do their part.



How will employees be informed of these expectations while working on campus?

- Expectations are available as part of the Washburn University and Washburn University Institute of Technology reopening plan which is available on [Washburn University's Coronavirus Information Page](#).



Is there other guidance or training that employees may need?

- Yes, some departments may establish additional guidance not covered in the [Non Nobis Solum Reopening Plan for Washburn University and Washburn Institute of Technology Campuses](#). This additional guidance is specific to the employee's area or department and may be driven by accreditation or best practice for their specific duties. Employees are expected to follow all guidance provided by the supervisor for their work area/department.
- Employees may access area specific reopening plans on [Washburn University's Coronavirus Information Page](#).

• Social Distancing



What is it?

- Social distancing, also called physical distancing, means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
 - Stay at least 6 feet from other people (incidental or infrequent moments of closer proximity is limited to less than 10 minutes);
 - Do not gather in groups larger than 45;
 - Refrain from physical contact (e.g., hand shaking, hugging).



What if an employee is not following social distancing protocols in the area or department or while on campus?


- Supervisors should have a private conversation with the employee to make sure they understand the expectations which have been set.
 - If the employee understands but does not agree, listen to understand the employee's concerns.
 - Ask for the employee's cooperation.
 - If you are unable to resolve the issue contact Human Resources to discuss next steps.




What are the expectations regarding social distancing while at WU?

- Students, faculty, staff, and visitors must follow the [social distancing guidelines as explained in the WU/WIT reopening plan](#).
- Signage will be posted in high traffic areas to remind individuals of social distancing requirements. The signage shall be consistent in format across campuses.

- **Masks**

 What are the expectations regarding use of cloth face coverings/masks ("masks") while at WU?

- Students, faculty, staff, and visitors must follow the [Washburn mask regulations](#).
- Individuals who have a physical or mental health condition and may need reasonable accommodations related to the use of masks may contact Teresa Lee at Human Resources at teresa.lee@washburn.edu (for employees) or the Office of Diversity and Inclusion, at diversity.inclusion@washburn.edu (for students) for assistance
- Exceptions from mask requirements are included in the [Washburn mask regulations](#).
- Departments or programs may have more stringent guidelines as approved.
- Students, faculty, staff and visitors are required to provide their own masks and are responsible for cleaning their own mask.
 - Departments with frequent visitors are encouraged to have disposable masks available to provide visitors if needed.
- Signage will be posted to inform individuals of mask requirements. The signage shall be consistent in format across campuses. Signs designating that masks are required shall have contact information for those persons needing to request an accommodation to exempt them from the mask requirement. Please refer to the Washburn [coronavirus website, reopening information](#) section for more information.
- Syllabus statements also will include information on the need to wear masks in classrooms and other instructional areas.
- Please review CDC information on how to [wear](#) and [clean](#) masks.

 What if the employee feels the need for personal protective equipment (PPE), such as gloves, N95 mask, face shield even if it's not required?

- Employees may use PPE, even if not required, if they deem it appropriate for themselves and desire to do so. Washburn University requests employees use any such equipment according to established safety guidelines/standards. Please note a face shield does not replace the need for individuals to wear a mask.

 What if an employee is not following established and required mask expectations?

- Supervisors should have a private conversation with the employee to make sure the employee understands the expectations which have been set.
 - If the employee understands but does not agree, listen to understand the employee's concerns.
 - Ask for the employee's cooperation.
 - If you are unable to resolve the issue contact Human Resources to discuss next steps.

- **Practicing Personal Hygiene in the Workplace**

 What is the best way to reduce the spread of COVID-19?

- The best way to reduce the spread of COVID-19 is to practice proper hand-washing techniques. Washburn University's expectation is that employees wash their hands frequently with soap and water for at least 20 seconds. If soap and water is not available, use hand sanitizer with at least 60% alcohol.

? What other personal hygiene practices can be used in the workplace to reduce the spread of COVID-19?

- Here are additional personal hygiene practices employees should use in the workplace:
 - Cover your mouth and nose when coughing or sneezing with tissue or by sneezing into the bend of your elbow.
 - Do not touch your face with unwashed hands.
 - Avoid physical contact (e.g., hand shaking, hugging).

? What if employees are not practicing personal hygiene in the workplace?

- Supervisors should have a private conversation with the employee to make sure the employee understands the expectations which have been set.
 - If the employee understands but does not agree, listen to understand the employee's concerns.
 - Ask for the employee's cooperation.
 - If you are unable to resolve the issue contact Human Resources to discuss next steps.

• **Cleaning and Disinfecting the Workplace**

? What are employee expectations related to cleaning and disinfecting the workplace?

- Employees are expected to clean and disinfect frequently touched surfaces daily, including phones, keyboards, doorknobs, handles and light switches. Please review the [cleaning and disinfecting protocols](#) available on the coronavirus website.

? What if employees are not following the expectations of cleaning and disinfecting the workplace?

- Supervisors should have a private conversation with the employee to make sure the employee understands the expectations which have been set.
 - If the employee understands but does not agree, listen to understand the employee's concerns.
 - Ask for the employee's cooperation.
 - If you are unable to resolve the issue contact Human Resources to discuss next steps.

? What type of cleaning or disinfecting in the workplace is needed if an employee has been asked to quarantine or isolate?

- Facilities Services is available to assist with cleaning and disinfecting when an employee is asked to quarantine or isolate. This service is available in coordination with Human Resources, benefits@washburn.edu.

• **Keeping our Workplaces Safe**

? What else can I do to support employees in my area or department to create a positive and safe work environment?

- Communication is key to ensuring employees are practicing protocols that support a safe work environment. Engage employees on the following topics:
 - How are the social distancing protocols working in the area or department?
 - Is the additional cleaning and disinfecting for the area or department being done frequently enough?

- Does everyone understand proper handwashing techniques?
- Is the use of masks being used appropriately?
- Ask for feedback about other ways to assist in a safe work environment.
- Remember that our top priority remains the health and safety of our entire campus community. This can be a stressful time for an individual. This is a time for patience with one another while making sure we do what is best for everyone.



What if an employee continues to be hesitant to be on campus?

- Listen to the employees concerns and provide additional information which may be helpful.
- Consider whether telecommuting, either full or part-time, may be an option for a period of time.
- You may consider providing information to employee(s) with concerns or anxiety related to these events, about access to our Employee Assistance Program (EAP), New Directions Behavioral Health at www.ndbh.com or 800-624-5544, company code: Washburn.
- Even though the university is taking multiple steps to ensure the safety of employees, an employee may continue to feel hesitant to come to campus. While every employee has a right to do what they feel is best for their health and safety, any employee who is required to report to work and chooses to remain away from work will be required to use accrued leave or, if accrued leave is not available they may submit a request for leave without pay.
- An employee may also contact Teresa.lee@washburn.edu to request a modification to their work assignment. Any requests received will be reviewed with the respective supervisor prior to approval.
- If you are unable to resolve the issue contact Human Resources to discuss next steps.

• Managing Employees



What else can I do in preparation for a change to normal operations?

- Please ensure that your Operational Area Reopening plan has been updated and that you have a way of communicating with employees if normal business operations change.



What should I do if I have an employee(s) that indicates they or a family member has/have a medical condition which makes them vulnerable to COVID-19?

- If an employee(s) shares with you they, or a family member who resides in the household, are part of a medically vulnerable population and are concerned about contracting COVID-19 by reporting to work, please have them contact Teresa Lee in Human Resources at Teresa.lee@washburn.edu. Please remember employees should not share personal medical information with their supervisor.



What should I do if I have an employee(s) who has indicated they do not have a medical condition but they are still concerned about workplace exposure to COVID-19?

- Listen to understand the employee's concerns.
- You may consider providing information to employee(s) with concerns or anxiety related to these events, about access to our Employee Assistance Program (EAP), New Directions Behavioral Health at www.ndbh.com or 800-624-5544, company code: Washburn.
- You may also suggest the employee(s) to reach out to their health care provider or Student Health with questions.

- If you are unable to resolve the issue contact Human Resources to discuss next steps.

? What should I do if I have an employee(s) who returns from a location that the CDC or State of Kansas mandates a quarantine?

- Employees and supervisors should follow the [Kansas Department of Health and Environment \(KDHE\) travel and quarantine guidelines](#) for travel to high-risk areas. An employee returning from a high-risk area is expected to follow the mandated quarantine time frame.
- KDHE frequently updates the list for high-risk areas. If an employee is planning to travel in the future, it may be challenging to determine in advance if a mandated quarantine will be needed when they return.

- **Managing Employees (Faculty, Staff or Students) with Illness (see summary chart on page 9)**

? What should I do if I have an employee(s) who states they are not feeling well or are ill?

- Any employee who is not feeling well or ill is required to stay at home.

? What should I do if I have an employee(s) who is concerned they have been exposed to COVID-19?

- Employees who are concerned about any exposure to COVID-19 should not be on campus until they have discussed their concerns with a health care provider. Employees may contact Student Health at 785-670-1470 or studenthealth@washburn.edu to discuss concerns as well. Employees will need to provide Human Resources with a medical release from a health care provider prior to returning to campus. As Student Health is a health care provider, they can also provide the medical release to Human Resources if contacted by the employee. Medical releases should be sent via email to benefits@washburn.edu or via fax, 1-785-670-1642. Once Human Resources has the appropriate medical release they will notify the supervisor. If this pertains to a student employee, Human Resources will relay the information to the Student Employment Coordinator who will then notify the supervisor.
- Supervisors are responsible for notifying Human Resources at benefits@washburn.edu to provide notification of the employee's concern so they can follow-up with the employee directly. If this pertains to a student employee, supervisors may also notify the Student Employment Coordinator.
- It's important to remember an employee may not return to campus until the supervisor is notified by Human Resources (if a student employee the notification will be from the Student Employment Coordinator) that they have been medically cleared to do so.

? What should I do if I have an employee(s) who believes their symptoms may be related to COVID-19?

- Employees who believes their symptoms may be related to COVID-19 should not be on campus until they have discussed their symptoms with a health care provider. Employees may contact Student Health at 785-670-1470 or studenthealth@washburn.edu to discuss symptoms as well. Employees will need to provide Human Resources with a medical release from a health care provider prior to returning to campus. As Student Health is a health care provider, they can also provide a medical release to Human Resources. Medical releases should be sent via email to benefits@washburn.edu or via fax, 1-785-

670-1642. Once Human Resources has the appropriate medical release they will notify the supervisor.

- Supervisors are responsible for notifying Human Resources at benefits@washburn.edu to provide notification of the employee's concern so they can follow-up with the employee directly.
- It's important to remember an employee may not return to campus until the supervisor is notified by Human Resources they have been medically cleared. If this pertains to a student employee, Human Resources will relay the information to the Student Employment Coordinator who will then notify the supervisor.

? What should I do if I have concerns an employee has been exposed to COVID-19 but they haven't said anything and don't display symptoms?

- Supervisors with these types of concerns should contact Student Health, studenthealth@washburn.edu or phone 785-670-1470 with questions. Student Health will notify Human Resources if there are valid concerns. Human Resources will then reach out to the supervisor for further discussion. If this pertains to a student employee, Human Resources will relay the information to the Student Employment Coordinator who will then notify the supervisor.

? What should I do if I have an employee who has been asked to quarantine or isolate due to COVID-19?

- For information on the definition of quarantine, isolate and other related terms please refer to the [Health and Safety FAQs](#) located on the coronavirus web page.
- Supervisors, if they are aware, are responsible for notifying Human Resources at benefits@washburn.edu and provide notification that an employee has been asked to quarantine or isolate so they can follow-up with the employee directly.
- An employee may not return to campus until the supervisor is notified by Human Resources they have been medically cleared to do so. If this pertains to a student employee, Human Resources will relay the information to the Student Employment Coordinator who will then notify the supervisor.

? Is it appropriate to have an employee telecommute if they are not able to come to campus due to quarantine or isolation?

- Employees who have been asked to quarantine or isolate may be able to perform some or all of their duties via a telecommute arrangement. For those asked to isolate, as they have symptoms, a medical release will need to be provided to Human Resources prior to any sort of telecommuting arrangement approval. Human Resources will then notify the supervisor if a medical release has been provided, with or without restrictions, confirming the employee is medically able to telecommute. If this pertains to a student employee, Human Resources will relay the information to the Student Employment Coordinator who will then notify the supervisor.

? How does an employee (including student employee) who is not able to work, full-time or part-time, due to COVID-19 related reasons (e.g., symptoms, quarantine, isolation) get paid?

- Washburn's Shared Leave benefit provides employees (including student employees) with up to 2 weeks of paid sick leave if they:
 - i. are subject to a Federal, State, or local quarantine or isolation order related to COVID-19;

- ii. have been advised by a health care provider to self-quarantine related to COVID-19;
- iii. are experiencing COVID-19 symptoms and seeking a medical diagnosis;
- iv. are caring for an individual subject to an order described in (i) or self-quarantine as described in (ii);
- v. are caring for their child who school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or
- vi. are experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

- An employee may apply for the Shared Leave benefits using the [application available online](#). Completed applications should be sent to Human Resources at benefits@washburn.edu.
- This benefit is limited to the lesser of 180 hours or five (5) weeks of pay based on an average work schedule (for scheduled time missed). Employees who use all available Shared Leave benefits may use accrued sick leave if available.



If an employee tests positive for COVID-19, who is responsible for contacting other individuals who may have been exposed?

- Only authorized medical personnel can perform contact tracing. As such, supervisor's will not notify other individuals of their need to quarantine due to a potential exposure to COVID-19.
- If there are concerns an employee may have been exposed to COVID-19 but is still coming to campus please notify Human Resources or Student Health immediately for direction.



What if I have a question which is not addressed in these FAQs?

- We recognize there may be times when a supervisor requires additional support not referenced within these FAQs. Please contact Human Resources, benefits@washburn.edu, with any additional questions or concerns.

Updates to document:

8/12/2020:

- Updated the duration someone is to be fever free from 24 hours to 72 hours.
- Incorporated how supervisors should manage student employees who may be impacted directly, indirectly by COVID-19.
- Included a summary, in chart form, of the responsibilities related to Washburn employee (faculty, staff or student) COVID-19 isolation/quarantine orders.

12/14/2020:

- Modified quarantine period from 14 days to "period of time" due to the fluctuation in time needed to quarantine or isolate based on CDC and County changes.

6/1/2021:

- Removed reference to Families First Coronavirus Response Act (FFCRA) paid leave benefits as they expired 5/31/2021. Replaced FFCRA information with Shared Leave benefit information.

Responsibilities Related to Washburn Employee (Faculty, Staff or Student) COVID-19 Isolation/Quarantine Orders

