

WWU Supervisor and Manager COVID-19 Guide

What to do if an employee answers “yes” to any of the following questions

Questions

1

Symptom attestation
Have you experienced any of these [symptoms](#) that are not caused by another condition?
Note: If you are unsure if symptoms are caused by another condition, contact your Primary Care Provider.

If yes

- **Do not allow on-site**
- Instruct employee to call their healthcare provider for further instructions, including about COVID-19 testing. If the employee does not have a healthcare provider, they may use the WA State COVID-19 Assistance Hotline to talk to someone (1-800-525-0127)
- Instruct employee to isolate at home or other site
- Offer this DOH guidance document: [What to do if you have COVID-19 symptoms but have not been around anyone diagnosed with COVID-19](#)
- Assign the employee to work remotely if possible or instruct them to follow Western’s [leave guidance](#) (refer to scenario 2 on the leave guidance document)

2

COVID-19 contact
Within the past 14 days, have you had close contact with anyone that you know had COVID-19 or COVID-19-like symptoms?

If yes

- **Do not allow on-site**
- Recommend that staff call their healthcare provider to get tested for COVID-19, but no sooner than 48 hours after exposure
- Instruct employee to quarantine at home or other site until 14 days after the last exposure. Employees may return onsite if they do not have symptoms AND Western receives permission from the Whatcom County Health Department. Contact [Kathy Thompson](#) for more information.
- Offer this DOH guidance document: [What to do if you were potentially exposed to someone with COVID-19](#)
- Assign the employee to work remotely if possible or instruct them to follow Western’s [leave guidance](#) (refer to scenario 2 of the leave guidance)
- Notify Human Resources by emailing HR.COVID.Assistance@wwu.edu

3

Positive test
Have you had a positive COVID-19 test for active virus in the past 10 days?

If yes

- **Do not allow on-site**
- Follow the [University’s Positive Test Reporting Guidance](#)
- Have employee isolate at home or other site; instruct employees to follow the guidance provided by the public health or medical professional
- Offer this DOH guidance document: [What to do if you have confirmed or suspected COVID-19](#)
- Assign the employee to work remotely if possible or instruct them to follow Western’s [leave guidance](#) (refer to scenario 1 on the leave guidance document)
- Notify Human Resources by emailing HR.COVID.Assistance@wwu.edu

4

Notification to self-quarantine
Within the past 14 days, have you been instructed to self-quarantine, self-isolate, or self-monitor by a public health or medical professional?

If yes

- **Do not allow on-site**
- Instruct employees to follow the guidance provided by the public health or medical professional
- Assign the employee to work remotely if possible or instruct them to follow Western’s [leave guidance](#) (refer to scenario 3 on the leave guidance document)
- Notify Human Resources by emailing HR.COVID.Assistance@wwu.edu

Supervisor/Manager - Actions to Take

If the employee answered “No” to all four questions, then no additional action is required. The employee is permitted to be on-site while continuing to follow all safety requirements.