

GUIDANCE FOR WHAT TO DO WHEN YOU LEARN THAT AN EMPLOYEE HAS OR MAY HAVE COVID-19

School of Medicine FAQs (For non-clinical areas)

June 5, 2020

As employees begin returning to the workplace under the Governor's Safe Start reopening guidance, supervisors, managers, and department leadership will need to be closely involved with ensuring a safe workplace, including supervisors monitoring daily self-attestations. The FAQs below outline SoM roles and responsibilities and how those roles coordinate with EH&S to address cases of suspected or confirmed COVID-19 and the COVID-19 supervisors tasked under the COVID-19 Prevention plans with developing and implementing plans for specific sites.

Note: the COVID-19 supervisor does not change the manager/supervisor's reporting responsibilities described below or other responsibilities for managing employees in the workplace.

Links to central resources are referenced throughout this document. It is important to review the links regularly for changes in guidance and new developments.

A. MANAGER/SUPERVISOR's ROLE

1 As a manager/supervisor, what am I required to do if I observe that an employee is exhibiting possible COVID-19 symptoms (see sidebar) OR an employee suspects they have COVID-19 but have not consulted with a health care provider?

1. Tell the employee what you or others have observed and that you are concerned about whether the employee is experiencing COVID-19 symptoms OR acknowledge the employee's own concerns. If these are new symptoms for the employee not explained by another condition, such as seasonal allergies:
 - a. Instruct the employee to go home;
 - b. Instruct the employee to follow the EH&S FAQ response to *What do I do if I feel sick?* – [click here](#);
 - c. Instruct the employee to contact their health care provider about getting tested; and
 - d. Instruct the employee to contact the EH&S Employee Health Center at covidehc@uw.edu if:
 - i. The employee is confirmed with COVID-19;
 - ii. The employee's healthcare provider instructs them to self-isolate because they are experiencing COVID-19 symptoms;
 - iii. The employee is experiencing COVID-19 symptoms;

Symptoms of COVID-19

- Fever
- Cough
- Shortness of breath
- Muscle aches
- Sore throat
- Runny nose
- Sneezing
- Repeated shaking with chills
- Headache
- New loss of taste or smell
- [Other symptoms](#)

- iv. The employee has been in close contact with someone who has COVID-19 (even if not experiencing symptoms).
2. You are required to contact EH&S Employee Health Center at covidehc@uw.edu if the employee informs you or you are aware of 1.d.i.-iv. above.

Note: If an employee works primarily at HMC or UWMC, notify the medical center Employee Health Center.

#2 As a manager/supervisor, what am I required to do if I learn from an employee that their healthcare provider suspects or has confirmed COVID-19?

1. Instruct the employee to go or stay home.
2. Instruct the employee to follow the EH&S FAQ response to *What do I do if I have confirmed or suspected COVID-19?* <https://www.washington.edu/coronavirus/#health>
3. Instruct the employee to contact the EH&S Employee Health Center at covidehc@uw.edu.
4. You are required to contact EH&S Employee Health Center at covidehc@uw.edu to report the employee has suspected or confirmed COVID-19.

#3 As a manager/supervisor, what am I required to do if I learn an employee has had close contact with someone who has tested positive and/or has symptoms of COVID-19?

1. Instruct the employee to go or stay home.
2. Instruct the employee to follow the EH&S FAQ *I have been in close contact with a person who has COVID-19. What should I do?* – [click here](#).
 - a. Stay at home for 14 days after your last contact with the ill person. Do not go to school or work. Avoid public places;
 - b. Contact the [EH&S Employee Health Center](#).
 - c. Get tested for COVID-19 whether or not they experience symptoms.
 - d. During the 14 days, monitor your health for fever, cough, shortness of breath, respiratory symptoms (e.g., sore throat, sneezing, runny nose), chills, loss of taste or smell and other symptoms of COVID-19 infection; and
3. You are required to contact EH&S Employee Health at covidehc@uw.edu to report this information.

Close Contact

Being within approximately 6 feet of a person with confirmed COVID-19 for about 10 minutes or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on, kissing, sharing utensils).

If you had [close contact](#) with a person who has COVID-19, but you do not have any symptoms:

- Stay at home for 14 days after your last contact.
- Get tested for COVID-19 whether or not you experience symptoms.
- During the 14 days, monitor your health for fever, cough, shortness of breath, respiratory symptoms (e.g., sore throat, sneezing, runny nose), chills, loss of taste or smell and other symptoms of COVID-19 infection.

#4 As a manager/supervisor, what do I do if an employee does not comply with my instructions in the scenarios above, for example, the employee does not go or stay home when they are exhibiting symptoms of COVID-19 or does not report they have suspected or confirmed COVID-19 to EH&S?

1. Handle failure to comply with required workplace safety protocols to go or stay home as an urgent performance management issue that must be addressed immediately.
 - a. Seek assistance from your HRC;
 - b. Counsel the employee about workplace expectations and document; and
 - c. Isolate the employee as you seek to resolve the issue.
2. Address an employee's failure to report suspected or confirmed COVID-19 to EH&S by correcting the situation.
 - a. You are independently required to report information you have about an employee with suspected or confirmed COVID-19; and
 - b. Counsel the employee to provide the information EH&S requires to perform its public safety responsibilities.
 - c. Consult with your HR consultant to follow up with corrective action as warranted by the facts.

#5 What is the difference between the responsibilities of the supervisor/manager and the COVID-19 supervisor? Will I interact with the COVID-19 supervisor regarding employees I supervise?

As a supervisor or manager, you fully retain your supervisory responsibilities, including the following:

1. Report suspected or confirmed COVID-19 to EH&S as described in this document including reports you receive from the COVID-19 supervisor, unless already reported by the COVID-19 supervisor;
2. Follow up to manage employees' behavioral or performance concerns in consultation with HR and consistent with the relevant employment program. The COVID-19 supervisor may contact you if an employee is not complying with the COVID-19 prevention plan.

The COVID-19 supervisor is generally responsible for developing and implementing the COVID-19 site-specific prevention plan. To ensure employees adhere to the plan, the COVID-19 supervisor may contact you for reasons including the following:

1. Coordinate regarding daily self-attestations;
2. Inform you that an employee has suspected or confirmed COVID-19. If the COVID-19 supervisor has already reported the employee information to EH&S, the supervisor is not required to do so.
3. Inform you that an employee is not following part of the COVID-19 prevention plan so that you can take steps to manage the employee's conduct.

#6 What options are available for an employee who is required to be out of the workplace for reasons associated with COVID-19?

1. An employee who is not ill, but is required to be out of the workplace due to suspected or confirmed COVID-19 or is required to self-isolate due to close contact with a person with suspected or confirmed COVID-19 should be offered telework if remote work is available for their position.
2. If telework is not available, the type of leave an employee is entitled to will depend on the reason the employee must be out of the workplace and their employment program. See the leave entitlements below and consult with your HRC.

Staff

<https://hr.uw.edu/coronavirus/time-away-from-work/>

Academic personnel

<https://ap.washington.edu/ahr/policies/leaves/leave-under-the-families-first-coronavirus-response-act/>

#7 As a manager/supervisor, what am I required to do when an employee returns to work after recovering from COVID-19, completing self-isolation due to suspected COVID-19 or contact with someone who tested positive for COVID-19?

1. Report an employee's positive test for COVID-19 to EH&S and share their name, if you or the employee have not previously reported this information to EH&S.
2. Instruct the employee to notify their supervisor when they are able to return to the worksite.
3. Confirm that the employee's work requires that they return to the worksite, versus working remotely.
4. Ensure the employee has access to the daily self-attestation tool and will complete it as required of all employees before returning to work.
5. You cannot require the employee to provide medical documentation to return to work.

Note: If EH&S is aware of the case, EH&S will provide a memo to the employee and their supervisor indicating when they can return work (generally 10 days after symptoms start or 72 hours after symptoms end, whichever is longer).

#8 As a manager/supervisor, am I violating HIPAA by sharing that an employee tested positive for COVID-19?

No. The Americans with Disabilities Act and state law regarding confidentiality of employee health information (WAC 162-22-090) applies to workplaces, such as SoM departments, and requires managers to keep employee medical information private. In a public health emergency, on a need to know basis, managers may share an employee's medical information with University officials involved in COVID-19 response, such as informing EH&S to allow them to perform their public health safety response responsibilities.

You must limit sharing positive COVID-19 testing information to the following:

1. EH&S to allow EH&S to conduct its public safety responsibilities.
2. Department Chair, Director/Administrator, and manager/supervisor only as necessary to allow them to coordinate with EH&S to identify close contacts, identify locations that require disinfection, and coordinate with EH&S to communicate with employees in the department.
3. Human Resources.
4. Others only on a need to know basis.

Note: Others may need to know of an employee's diagnosis without sharing their name or identity. For example, you may share with facilities personnel that an employee confirmed with COVID-19 (without sharing the employee's name or identity) spent time in a specific location to allow facilities to disinfect the location. Ensure that you do not share facts that identify the person even if you withhold the name.

B. DEPARTMENT DIRECTORS/ADMINISTRATORS' and CHAIR'S ROLE

#9 What is the Role of the Department Director/Administrator?

The Director/Administrator has a variety of roles and responsibilities, taking into account the size and complexity of the department, including:

1. May have a need to know the identity of employees with suspected or confirmed COVID-19 to carry out departmental leadership responsibilities.
2. Coordinates with EH&S in conducting its public safety duties and perform departmental leadership functions.
 - a. Reports employees with suspected or confirmed COVID-19 to EH&S, if serving as supervisor.
 - b. Coordinates with EH&S regarding employees who have close contact with an employee with confirmed COVID-19.
 - c. Coordinate with EH&S on communications.
3. Coordinates with EH&S to ensure facilities/building management and janitorial staff decontaminate department areas, as needed.
4. Functions in the manager/supervisor's role, as needed, depending on the size, organizational structure, and the role of the employee with suspected or confirmed COVID-19.

#10 What is the role of the Department Chair?

1. Department Chair may have a need to know of employees with suspected or confirmed COVID-19 to carry out leadership functions.
2. Ensures Director/Administrator handles Director/Administrator functions above.

C. EH&S's ROLE

#11 Who does EH&S contact when they receive a report of suspected or confirmed COVID-19?

EH&S follows the steps described in the FAQ response to *How does the UW Respond when a member of the UW Community has COVID-19?* <https://www.washington.edu/coronavirus/#health>.

1. EH&S contacts the employee with suspected or confirmed COVID-19 to:
 - a. Obtain details from the employee about symptoms;
 - b. Identify locations visited at a UW work site;
 - c. Identify close contacts; and
 - d. Consult with the employee about the most efficient route for COVID-19 testing and facilitate testing, if appropriate for suspected COVID-19.
2. EH&S contacts individuals who have been in close contact with an employee with suspected or confirmed COVID-19 to:
 - a. Provide a recommendation for and/or assistance with self-isolation; and
 - b. Provide assistance with seeking COVID-19 testing.

#12 Who will EH&S notify if it receives a report of a SoM employee with suspected or confirmed COVID-19 and for what purposes:

1. The SoM Director of HR Policy.
 - a. SoM Director of HR Policy will notify the department Chair and Director/Administrator, as needed.
2. The employee's manager/supervisor.
3. The worksite facilities/building manager.
4. UW Human Resources
5. UW Facilities for cleaning
6. The employee with suspected or confirmed COVID-19, close contacts and their supervisors.
7. Each of the persons contacted in 1-6 above will assist EH&S in gathering the following relevant public safety information, including information the employee cannot provide if the employee is ill:
 - a. Obtain details about employee symptoms;
 - b. Determine when the employee was last at the work site;
 - c. Identify locations visited on campus or other UW work sites;
 - d. Identify close contacts the employee had at UW work sites if the employee cannot provide this information;
 - e. Identify and follow up with individuals the employee has had contact with who may need to self-isolate or seek COVID-19 testing; and
 - f. Coordinate with the employee's worksite or other areas where the employee has spent time to ensure enhanced disinfection.

Note: The identity of the employee with suspected or confirmed COVID-19 will be shared only on a need to know basis.

#13 Who is responsible for disinfecting work spaces in which an employee with confirmed COVID-19 has spent time?

1. Janitorial staff assigned to the work site are directly responsible for disinfecting the area. EH&S communicates in writing the scope of cleaning that is required to facilities/building management who coordinate with the janitorial staff personnel responsible for cleaning UW work sites;
2. EH&S in coordination with the department representative and janitorial staff/building management is responsible for Identifying areas that require restricted access during and immediately following enhanced cleaning;
 - a. EH&S communicates with the employee and department to identify locations where the employee with COVID-19 spent time; and
 - b. EH&S contacts the following facilities/building management representatives who oversee janitorial staff to manage disinfection:
 - i. HSB – EH&S contacts the Health Sciences Services and Facilities that manages disinfection by the janitorial staff.
 - ii. SLU –EH&S contacts the Facilities Operations Manager that manages disinfection by the janitorial staff.
 - iii. Leased properties – EH&S contacts the UW Real Estate Office to coordinate with the site building manager that oversees disinfection by the janitorial staff.

See the EH&S disinfection protocol

<https://www.ehs.washington.edu/system/files/resources/cleaning-disinfection-protocols-covid-19.pdf>

More details about steps that EH&S will take in response to a report of suspected or confirmed COVID-19 are found at the link below at *How does the UW Respond when a member of the UW Community has COVID-19?* <https://www.washington.edu/coronavirus/#health>

Questions about the UW's response to COVID-19 can be directed to the EH&S Department at ehsdept@uw.edu or (206) 543-7262.