

Employee Frequently Asked Questions – COVID-19

Q: *Is the college continuing normal operations?*

A: Until notified otherwise by the WSU Tech president, faculty and staff should follow normal operating procedures.

Q: *What should I do if I'm not feeling well or I am ill?*

If you are not feeling well or are ill, you are to stay home from work. Notify your supervisor and use any PTO that you might be eligible to use for an illness. This will help keep our workforce healthy.

If you feel that you need to seek medical attention, you are encouraged to contact your primary care physician, the local health department, or use telehealth services through your health plan.

Q: *What are telehealth services?*

Telehealth services are virtual doctor's office visits and are available in the Blue Cross Blue Shield medical plans. Blue Cross Blue Shield provides telehealth services through [Amwell](#). If you are covered by another health plan, please check with your health plan provider to see if telehealth services are available.

Q: *What options do I have if I or a family member have a medical condition that makes me vulnerable to COVID-19?*

A: If you or a family member are part of a medically vulnerable population and are concerned about contracting COVID-19 by reporting to work, please contact Human Resources at 316-677-9471 or e-mail humanresources@wsutech.edu to discuss leave benefits that you may qualify for under the Family and Medical Leave Act and/or the Americans with Disabilities Act.

Q: *What should I do if I need to request leave related to COVID-19 (also known as coronavirus)?*

A: You can contact the Human Resources office at 316-677-9471 or e-mail humanresources@wsutech.edu. HR will send you a Leave Request form specifically related to COVID-19. You can also access the form on your Employee page on the MyWSUTECH portal, under the "Forms" section and under Employee Resources at wsutech.edu/covid19.

Q: *What do I do if I am returning from a location that the Center for Disease Control (CDC) advises self-isolation and not returning to work?*

A: Employees and supervisors should follow [CDC travel health guidance](#) when self-isolation or not returning to work for a period of time is advised. If an employee is required to self-isolate and/or stay at home based on these guidelines, they should make arrangements for remote work or use approved PTO and monitor their health during travel and for the recommended 14 days after returning to the United States. If needed, a request for leave related to COVID-19 may be done by phoning Human Resources at 316-677-9471 or by emailing humanresources@wsutech.edu.

Q: What if I'm a Federal Work Study Employee

A: Supervisors will work with you on a case-by-case basis given individual circumstances. If you are required to work, please consider whether you can perform the essential work functions via telecommuting. Whenever possible, we encourage supervisors to allow you to telecommute or adjust your work method in another manner to avoid financial hardship.

Q: If the college requests employees to work from home, am I required to have a dedicated home office?

A: Employees can work from any alternative work site that allows them to perform the duties of their position.

Q: How will WSU Tech notify us if operations are changed?

A: The most up-to-date information about how WSU Tech is preparing and handling programs in response to COVID-19 will be announced by the President through email, social media channels and at www.wsutech.edu/covid19.

Q: What if I still have questions regarding leave and work options?

A: If you have questions regarding the use of leave, please contact the HR team at 316-677-9471 or humanresources@wsutech.edu.