

## Supervisor 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 an employee is not feeling well or if I am ill?*

If the employee is not feeling well or is ill, tell them to stay home from work or send them home. The employee may use accrued PTO.

If the employee needs to seek medical attention, encourage them to contact their primary care physician, the local health department, or use telehealth services through our Blue Cross Blue Shield health plan.

Q: *What are telehealth services?*

A: 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: *How should I be preparing for a change to normal operations?*

A: Please review your department to determine which services are required to sustain college operations. Should WSU Tech suspend operations on campus, your staff will need to know if they can work remotely from home, if they will be required to report to campus, or to report to an alternate location. This protocol will only apply if we suspend operations on campus.

Q: *What should I consider in order for employees to work remotely from home?*

A: During this time, supervisors are encouraged to be flexible and creative in considering temporary remote work situations so that the work of your department can continue. As the supervisor, and if business operations allow, you may consider allowing an arrangement in which an employee works remotely from home or an alternate location.

If an employee has the ability to work from home/alternative location, the supervisor should clearly identify the expectations for the work and be in regular contact with the employee during this time about their work, productivity, etc. Supervisors may, at any time, adjust the arrangement for employees to work from home/alternate work site.

**Q:** *Is an employee required to have a dedicated home office for telecommuting?*

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

**Q:** *What do I need to consider for a Federal Work Study Employee*

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

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

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

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

**A:** The health and safety of our students, faculty and staff is of the utmost importance. The college is closely monitoring the status of COVID-19 and updates specific to WSU Tech will be communicated through email by the President. You may also encourage the employee(s) with concerns or anxiety related to these events, to contact our Employee Assistance provider (EMPAC) at [www.empac-eac.com](http://www.empac-eac.com) or 316-265-9922.

**Q:** *What if an employee has an illness not related to COVID-19?*

**A:** Employees should follow current applicable call-in procedures for their department and should use available PTO to cover time away from work.

**Q:** *What should I do if I have an employee(s) returning from a location that the 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](mailto:humanresources@wsutech.edu).

***Q: What if I have an employee that has a circumstance not addressed in these FAQ's?***

**A:** We recognize there may be times when employees require additional support that our current policies do not foresee or accommodate. If you confront a particularly difficult circumstance, please reach out to HR as needed at 316-677-9471 or by emailing [humanresources@wsutech.edu](mailto:humanresources@wsutech.edu).