



## COVID-19 EMPLOYEE WELLNESS PROTOCOLS

Due to the ongoing COVID-19 pandemic, it is imperative each of us exercise responsible precaution to advance the safety and wellness of ourselves, our families, our fellow coworkers, and those in our communities. Employees are to continue good sanitary practices such as hand-washing, hand-sanitizing, social distancing, and the wearing of a mask when in public. To this end, employees are expected to act responsibly and honestly during this pandemic.

**All employees are required to perform a self-screening every day before and throughout the work day. Symptoms which are common to the COVID-19 are:**

- Fever
- Body aches
- Cough
- Chills
- Shortness of breath
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**In the event an employee feels sick OR is experiencing any of the above symptoms, the following protocols apply:**

### **Only One of the Above Symptoms**

If you are experiencing only one of the above symptoms, follow local health department guidelines. If current guidelines direct employees to remain home, contact your immediate supervisor and:

- **Remain at home** until you are *symptom free for 24 hours without the use of COVID-19 medication*.\*.

**\*Over-the-counter medications such as Tylenol, Ibuprofen, cough syrups or prescription medication to treat your symptoms.**

### **Two or More of the Above Symptoms**

If you are experiencing two or more of the above symptoms, contact your immediate supervisor and Human Resources and:



**-Remain at home** until you are symptom free for a minimum period of 72 hours ***without the use of medication\****.

***\*Over-the-counter medications such as Tylenol, Ibuprofen, cough syrups or prescription medication to treat your COVID-19 symptoms.***

In the meantime, employees are **strongly** encouraged to be tested at their local County Health Department, especially if there are active and ongoing cases of COVID-19 in an employee's home county.

The Cowley County Health Department will test a symptomatic employee at no cost to the individual. Employees may contact the Cowley County Health Department at 620-442-3260. If you experience difficulties being tested at the Cowley County Health Department, please notify Tom Langer, Cowley County Public Health Officer, who will be pleased to assist you. **Once tested, the employee is to remain self-isolated until the test result has been obtained.** If an employee receives a negative test result and the employee is symptom-free **for 24 hours**, the employee is eligible to return to work at that time, thus, overriding the requirement to be symptom-free without the use of medication for 72 hours.

Note: Employees tested for COVID-19 must receive a negative test result and are expected to provide official documentation to the Director of Human Resources prior to returning to work. Individual identity, disclosures and medical information will be kept confidential and maintained in the Human Resources office in accordance with HIPAA and the Americans with Disabilities Act (ADA).

**In the event an employee tests positive for COVID-19, the employee will self-isolate and follow the directives of the applicable health department before being eligible to return to the workplace.**

Exposure to COVID-19 – The applicable County Health Department will notify you if you have been exposed to COVID-19. Please follow all guidance provided by the County Health Department. If you are required to quarantine, the County Health Department will provide you with official documentation stating such. Please provide a copy of this documentation to Human Resources. When you are cleared to return to work, please provide to Human Resources a copy of the official documentation from the County Health Department stating that you may return to the workplace.

Employees, who are being tested for COVID-19 and/or are under the care of a physician for COVID-19 related symptoms, are eligible to receive COVID-19 sick pay under the Families First Coronavirus Response Act (FFCRA). Contact Human Resources for questions or information regarding FFCRA.

Attached are some Frequently Asked Questions that may provide additional insight and clarity.

If you have any questions, please contact Jenette Hanna, Director of Human Resources at 620-441-5214.



### Frequently Asked Questions

- 1. Can my employer ask me to disclose if I have a compromised immune system or chronic health condition that could make me more susceptible to COVID-19?**

No. Such questions are not permitted under the ADA.

- 2. Can my employer send me home if I display COVID-19 like symptoms?**

Yes. The CDC (Center for Disease Control) states that employees who become ill with COVID-19 like symptoms may be required to leave the workplace.

- 3. Can my employer take my temperature to determine if I have a fever?**

Yes. Because the CDC and state/local health authorities have acknowledged community spread of COVID-19 and issued attendant precautions due to the COVID-19 pandemic, an employer may measure an employee's body temperature.

- 4. May an employer ask me to disclose where I traveled during my trip?**

Yes. With respect to the COVID-19 pandemic, an employer may follow the advice of the CDC and state/local health authorities regarding information needed to permit an employee's return to the workplace after visiting a specified location, whether for business or personal reasons.

- 5. If I am having to remain home due to experiencing COVID-19 symptoms, will I be permitted to telecommute during this time?**

Yes, if your position has been identified as one that can work remotely. Under the ADA, this would be considered a reasonable accommodation. If such accommodation is not possible due to the nature of the position, the employee will be eligible for COVID-19 sick pay under the Families First Coronavirus Response Act (FFCRA).

At Cowley College, Telecommuting Agreements may be reintroduced if the following conditions arise: 1) the Pandemic rises to the point where our local businesses are closed and only essential businesses with essential workers are permitted to go to the workplace (e.g. like in April); 2) The County Health Department Officials require a Cowley College employee to self-quarantine because the employee has been in proximity of a person who has COVID-19. However, the Cowley College employee is not expressing any COVID-19 symptoms but is only quarantined by the Health Department as a precautionary measure.



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6. **What if one of my roommates or family members who I reside with experience COVID-19 like symptoms? Since I don't have the symptoms myself, can I come to work?**

Yes. Since you are symptom-free, you may come to work contingent on self-screening and remaining symptom-free, **assuming you have not been notified to self-isolate through the contact tracing process.**

7. **Can my employer require me to wear a face mask, gloves during the COVID-19 pandemic?**

Yes.

8. **Can my employer require me to provide a note from my physician certifying my fitness to work if I have been absent from work during the COVID-19 pandemic?**

Yes. Such inquiries are permitted under the ADA during the COVID-19 pandemic.

9. **If my employer requires me to get tested for COVID-19, do I have to pay for the test?**

Employees and their covered dependents on BCBS **do not** have to pay the cost associated with being tested for COVID19. BCBS's coverage commitment includes waiving member cost-sharing (copays, deductibles) for the duration of the declared public health pandemic for the following services:

- Medically necessary diagnostic tests related to COVID-19;
- Cost of visit to doctor's office, urgent care, telehealth, and emergency room used for diagnostic testing of COVID-19;
- Related services (flu tests, respiratory illness tests) provided during urgent care, emergency room, or in-person or telehealth provider visits that result in an order for or administration of a covered diagnostic test for COVID-19.