

COVID-19 Virus Reporting
Document Intended for Washington State University (WSU) Pullman Faculty and Staff Only
Updated: August 21, 2020

REQUIRED DAILY ATTESTATION AND COVID-19 SYMPTOMS

- WSU employees *must* complete a *daily* COVID-19 attestation prior to returning to a WSU work location.
- Supervisors must [review the attestation report](#) for their unit through myWSU to confirm completion.
- Common symptoms of COVID-19 include: fever, cough, and shortness of breath. Other symptoms may include chills, muscle pain, headache, sore throat, and new loss of taste or smell.

WSU PULLMAN FACULTY AND STAFF EXPERIENCING COVID-19 SYMPTOMS

1. Do not report to work (if at work, contact your supervisor or Human Resource Services [HRS Disability Services](#) at hrs.disabilityservices@wsu.edu and indicate you are leaving work).
 - a. Follow the departmental leave procedures to notify supervisor of needed leave.
 - b. Employees are not required to disclose the specifics of a medical condition(s) when requesting needed leave.
2. Isolate yourself from others, maintain 6 feet of distance, and wear a mask.
3. Contact your Healthcare Provider in advance of your arrival to schedule a test.
4. Isolate until you receive the test results.
 - a. If the test results are *negative*, adhere to the Health Care Provider's recommendation, and return to work upon resolution of symptoms unless otherwise directed.
 - b. If the test results are *positive*, continue isolation until fever free for 24 hours, and until the symptoms have gotten better, and until it has been 10 days since symptoms first appeared.

SUPERVISOR RESPONSIBILITY FOR REPORTING

1. Supervisors must regularly [monitor the attestation report](#) for their unit to confirm all on site employees have completed their attestation.
 - a. Supervisors must follow up with employees who are expected to be on site, but have not completed their attestation.
2. If an employee provides notification that they are symptomatic for COVID-19, ensure the employee is separated from other employees and directed to self-isolate at home/location away from work site.
 - a. The supervisor should refer the employee to [HRS Disability Services](#) (hrs.disabilityservices@wsu.edu).
 - i. HRS Disability Services will provide the employee with information on leave options.
 - ii. HRS Disability Services will work with the employee, COVID-19 Incident Commander, WSU Pullman Environmental Health and Safety, and/or other campus' personnel as appropriate, to address or provide guidance on contact tracing and environmental cleaning.
3. If an employee provides notification that they are COVID-19 positive supervisors/departments are to contact [Environmental Health and Safety](#) (ehsweb@wsu.edu) regarding contact tracing and/or performing disinfecting protocols in accordance with [CDC recommendations](#).

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ADDITIONAL RESOURCES

- [Human Resource Services' COVID-19 Leave and Work Information](#)
- Employees with concerns related to return to work, may complete the [COVID-19 Return to Work Concerns](#) form.

QUESTIONS

- Questions regarding employee and supervisor COVID-19 reporting are to be directed to [HRS Disability Services](#) at hrs.disabilityservices@wsu.edu or 509-335-4521.