

EMPLOYEE ILLNESS REPORTING

The College provides employees with a process to report positive test results for communicable illnesses or other health issues to allow the College to respond with applicable institutional & community resources.

Employees who test positive for COVID-19 or other communicable illness or are unable to work due to any illness (or injury) for more than 5 consecutive workdays must contact the NWC Human Resources Office. Employees who have been exposed to COVID-19 do not need to contact HR and should follow their health provider's recommendations and/or Wyoming Department of Health directives.

Process –

1. Human Resources (HR) shall gather the following information from the reporting employee: Date of positive test or date symptoms first began. This information allows HR to use Wyoming Department of Health protocols to calculate when the employee may be able to return to campus.
2. HR shall contact the employee's supervisor to let them know of the dates the employee will be unable to work on campus. HR shall seek to meet the "immediate needs" verbalized by the employee and determine the support which can be provided in consultation with the VP for Administrative Services and Finance.
3. HR shall communicate with NWC individuals as needed and work within the NWC COVID, the FERPA and HIPPA guidelines for the release of information.

