

EMPLOYEE ILLNESS REPORTING GUIDE

For COVID-19 related illness or exposure, or infection due to another communicable illness, employees are expected to follow NWC COVID-19 processes, the directives of their medical provider, and the Wyoming Department of Health (WDH).

Requirements –

Positive Test Result (COVID-19 or other communicable illness) –

1. Contact HR/Payroll and provide your dates of isolation (Jill Anderson - 307.754.6401 or Tracy Gasaway - 307.754.6107); and,
2. Contact your supervisor to discuss your individual work assignment, options to telework, and/or coverage if needed. Reasonable accommodations may be available for you if you cannot work on campus/on site due to medically related COVID-19 (or other communicable illness) issues.

You may return to work when you no longer have symptoms of COVID-19 and you have completed your isolation period. Follow your health care provider's recommendations and/or the Wyoming Department of Health protocols which include the following: If you test positive, stay home for at least 5 days. If after 5 days you are fever free for 24 hours without the use of medication, and your symptoms are improving, or you never had symptoms, you may end isolation after Day 6. You should wear a high-quality mask through Day 10. Day 0 is the first day of symptoms or a positive viral test.

Exposure (to COVID or other communicable illness) –

1. You do not need to contact HR to report your exposure.
2. Please follow your health care provider's recommendations and/or the Wyoming Department of Health protocols which include the following: Wear a high-quality mask for 10 days, monitor for symptoms.

For more information, visit the Wyoming Department of Health's COVID website at:

<https://health.wyo.gov/publichealth/infectious-disease-epidemiology-unit/disease/novel-coronavirus/>

