**GUIDELINES FOR SUPERVISORS TO NAVIGATE EMPLOYEE REPORTS OF COVID-19**Provided by NWACC Human Resources

**Change to Employee COVID-19 Reporting Process**

Effective March 28th, all employees (faculty and staff) are to report COVID-19 cases directly to their immediate supervisor. This includes reports of positive tests and if the employee is experiencing covid symptoms. Supervisors are now responsible for managing all employee COVID-19 related matters unless special requests or accommodations are needed through the Human Resources office.

The college is no longer tracking reports of positive cases of COVID-19 from the campus community due in part to the Arkansas Department of Health ending reporting and contact tracing for all colleges and universities in the state.

Please visit our webpage for updated information on how to respond to reports of COVID. You can also visit our CANVAS link for additional information and a one page checklist for instructions. That link can be found here: <https://nwacc.instructure.com/courses/1922944>

Once you have reviewed the instructions provided, if you have questions about the reporting and response process, email [COVIDHELP@nwacc.edu](mailto:COVIDHELP@nwacc.edu) for further clarification.

**UPDATES: (effective 8.26.22)**

Your employee(s) will now report directly to you when there is a COVID-19 related illness. Employees are required to report positive COVID-19 test results and COVID-19 related symptoms.

These reports are to be handled much like any other illness reported to you: the flu, a toothache, a cold, etc., with a few exceptions to keep in mind. If you need assistance or have questions on how to navigate a case, you may contact Human Resources (HR) at [COVIDHELP@nwacc.edu](mailto:COVIDHELP@nwacc.edu) for general assistance. HR is no longer processing reports but can provide guidance to supervisors if needed.

**What supervisors are required to do:**

* Be the initial contact for COVID-19 related reports from your direct report(s)
* Issue guidance to employees based on the [CDC isolation and/or quarantine guidelines](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine.html)
  + Current guidelines (which may change according to the CDC): NWACC is observing a five day mandatory isolation for anyone who tests positive for COVID-19, followed by 5 additional days of the person wearing a masks at all times.
* Provide support to employees as you would do with any other illness or medical leave of absence
* Reach out to [COVIDHELP@nwacc.edu](mailto:COVIDHELP@nwacc.edu) (Human Resources) with any questions or concerns you have about your employees.

**What supervisors CANNOT do:**

* Do NOT ask an employee for proof of vaccination; if this is needed, contact: [COVIDHELP@nwacc.edu](mailto:COVIDHELP@nwacc.edu) for assistance
* Do NOT ask an employee to provide proof of a positive COVID-19 test; if this is needed, contact: [COVIDHELP@nwacc.edu](mailto:COVIDHELP@nwacc.edu) for assistance
* Do NOT ask an employee who has tested positive to report to work until AFTER their quarantine period and they are fever free for 24 hours. A person who tests positive must isolate under current CDC guidelines for a minimum of 5 days, and then they are required to wear a mask for another full 5 days – especially inside of buildings, rooms, offices, and when out in public with others. No exceptions.
* Do NOT share medical information with any persons or offices other than Human Resources

**NOTE:** The CDC has updated guidance for persons who are **exposed** to the virus. View [CDC information on exposure](https://www.cdc.gov/coronavirus/2019-ncov/your-health/if-you-were-exposed.html).