

COVID Notification Process for UMKC Employees

Version 07/13/2020

Please note - Any employee on UMKC's campus experiencing a medical emergency should call 911.

1. UMKC employees who have tested positive for COVID-19 should stay home, contact their supervisor, (or after hours COVID-19 Hotline -- (816) 235-COVI), and follow the recommendations provided by the healthcare provider who made the diagnosis. After a supervisor is notified of an employee in their unit who tested positive for COVID-19, the supervisor will contact Jill Reyes, Director UMKC Human Resources. Until otherwise instructed, this information must be kept confidential and **not** be shared with anyone else.

UMKC Human Resources will contact the following individuals or their delegates. Personal identifying details of the individual who tested positive for COVID-19 will only be shared on a need-to-know basis.

- Obie Austin, Health and Wellness Administrator
 - Student Health and Wellness will serve as an important resource for supervisors, human resources, and employees who test positive for COVID-19
 - Student Health and Wellness will cooperate with public health authorities and assist as needed to notify close contacts.
- Dea Marx, COVID-19 Notification Coordinator
 - The Notification Coordinator will assist the Health and Wellness Administrator to provide follow up; talk with employee as well as others to collect specific details needed for assessment; begin to notify close contacts within the UMKC community/campus; assist with assessment of next steps and assist with additional notification following decision point determinations (i.e. spaces to be closed and cleaned, group for notification, etc.).
- Mike Graves, Campus Facilities Management
 - UMKC Campus Facilities Management will deploy team to clean and disinfect spaces following protocols consistent with CDC and public health guidance.
 - UMKC Campus Facilities Management will assess and communicate if contractors and/or vendors need to be notified.
- Anne Hartung Spenner, Strategic Marketing and Communications
 - MCOM will post notifications daily on our [COVID-19 communications webpage](#) and targeted communications, as appropriate. Communications would avoid personal identifying details of the individual consistent with University policy (HR-114).
 - Campus-wide communications may not be sent in situations where the employee had not worked on site in the past 14 days.
- Sheri Gormley, Coronavirus Planning Team Lead
- C. Mauli Agrawal, Chancellor
- Jennifer Lundgren, Provost and Executive Vice Chancellor
- Marsha Fischer, Chief Human Resources Officer-UMSystem

2. UMKC employees must stay home or return home and notify their supervisor, and should contact a healthcare provider if any of the following conditions apply:
 - a. Employee has any [COVID-19 like symptoms](#) (which are not explained by other known medical conditions) such as:
 - i. fever of greater than 100.4,
 - ii. new cough,
 - iii. shortness of breath or difficulty breathing,
 - iv. congestion, runny nose or sore throat (not relieved by allergy medication),
 - v. chills,
 - vi. muscle pain,
 - vii. headache,
 - viii. new loss of taste or smell
 - ix. nausea, vomiting or diarrhea
 - b. Employee has been in [close contact](#) with an individual who tested positive for COVID-19

After a supervisor is notified, the supervisor will contact [Jill Reyes](#), Director UMKC Human Resources. Until otherwise instructed, this information must be kept confidential and **not** be shared with anyone else.

UMKC Human Resources will contact the following individuals or their delegates. Personal identifying details of the individual will only be shared on a need-to-know basis.

- Obie Austin, Health and Wellness Administrator
 - Student Health and Wellness will serve as an important resource for supervisors, human resources, and employees who are experiencing COVID-like symptoms
 - Dea Marx, COVID-19 Notification Coordinator
 - The Notification Coordinator will assist the Health and Wellness Administrator to provide follow up; talk with employee as well as others to collect specific details needed for assessment; begin to notify close contacts within the UMKC community/campus; assist with assessment of next steps and assist with additional notification following decision point determinations (i.e. spaces to be closed and cleaned, group for notification, etc.)
 - Mike Graves, Campus Facilities Management
 - Anne Hartung Spenner, Strategic Marketing and Communications
 - Sheri Gormley, Coronavirus Planning Team Lead
3. UMKC Employees working on campus who tested positive for COVID-19; employees who experienced COVID-like symptoms as described above; and employees who have been in close contact with an individual who tested positive for COVID-19, should follow guidance from a healthcare provider. Individuals who tested positive for COVID-19 are required to provide a return to work certification from a healthcare provider. The supervisor will send notice to UMKC Human Resources-