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
  o 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
  o 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.