COVID-19 FAQ for Supervisors

Can supervisors ask employees if an employee has the coronavirus?
- No. Under the Americans with Disabilities Act, supervisors cannot ask employees about specific health conditions.

Can supervisors take employees' temperatures to check for fevers?
- No. You may not take your employees' temperatures. The only exception is when a local Directed Health Measure (DHM) requires otherwise for employees conducting certain duties, such as requiring food service workers to take their temperature at the beginning of a shift. As noted below, you may require an employee with visible signs of respiratory illness to leave campus. Supervisors should consult with HR about any uncertainty regarding an employee's health and appropriate measures that may be taken.

Can supervisors require employees to leave the worksite if they appear to be ill?
- Yes. If employees are clearly exhibiting symptoms of respiratory illness, supervisors may require them to leave campus. Supervisors should arrange for the employee to work remotely as they are able. As a reminder, supervisors cannot ask employees about specific health conditions and should not engage in conversations that lead to specifics.

What do I do if an employee emails me and says they have COVID-19 symptoms?
- Instruct the employee to contact the Public Health Center at 308-865-8279.
- Advise the employee not to return to work until given instructions by the PHC.
- Request the employee to communicate with their supervisor regarding absences.
- Remind employee about leave options listed in the NU Emergency Administrative Leave and Families First Coronavirus Response Act Policy. https://www.unk.edu/coronavirus/images/nu-emergency-administrative-leave-ffcra-policy.pdf

What do I do if an employee informs me that they have tested positive for COVID-19 or have been in contact with someone who has tested positive for COVID-19?
- Instruct the employee to contact the Public Health Center immediately at 308-865-8279 or unkhealth@unk.edu
- Inform the employee that they will not be able to return to campus without a clearance form from Student Health. The clearance form must be in the possession of the employee's supervisor prior to returning.
- Employees should contact the Public Health Center with any questions.

Can supervisors tell other employees any information about an employee who is absent due to COVID-19?
- No. Disclosing an employee's name is a HIPAA violation, therefore you are not permitted to announce the employee's name. If an employee is concerned that they were exposed, direct them to the Public Health Center.
- The Public Health Center will complete contact tracing and notify any employees (or others) who may have had direct exposure/contact to a positive case.

Is testing provided by the Public Health Center and is there a charge?
- Yes. No "Walk-In" testing is currently available. Testing requires an appointment. Contact the Public Health Center if you believe you need a test at 308-865-8279 or unkhealth@unk.edu. Staff will provide guidance about testing options.
- There is no cost in most cases. In some circumstances, there is a $75 fee.

What if an employee requests an accommodation due to COVID-19 related reasons?
- Refer the employee to the Compliance Office at 308-865-8404 or mendozalm2@unk.edu.
- Compliance will notify the supervisor of approved accommodations.

What if an employee refuses to wear a mask?
- Remind the employee of the COVID-19 campus policy about wearing a mask. If an employee continues to refuse, you can ask them to leave the building and utilize leave options. If this matter persists, consult with HR regarding options.
- If the employee has a health condition that makes wearing a mask dangerous for the employee, refer the employee to the Compliance Office at 308-865-8404 or mendozalm2@unk.edu

What leave options exist if the PHC recommends I stay home, and remote work is not an option?
- https://www.unk.edu/coronavirus/images/nu-emergency-administrative-leave-ffcra-policy.pdf