

## COVID-19 REFERENCE GUIDE FOR FACULTY

### STEP ONE: Protective Measures and Daily Health Self-Check

**A. For their own protection and the protection of others, faculty must:**

- wear a cloth mask at all times when in indoor public spaces;
- maintain a minimum distance of 6 feet from others; and
- wash hands with soap and water frequently, or use hand sanitizer if soap/water are not available.

**B. Have you**

- been in close contact\* with a person who has been diagnosed with Covid-19 or who has been asked to quarantine?
- been asked to self-quarantine by a health care provider or public health official through the contact tracing process or because of other identified risk?

If yes, proceed to **Step Two**.

**C. Do you have**

- fever above 100.3F?
- cough?
- shortness of breath?
- muscle aches?
- sore throat?
- diarrhea and/or vomiting?
- loss of taste or smell?

Are these symptoms consistent with a pre-existing health condition?

If yes, consult a health care provider before proceeding to Step Two.  
If no, proceed to **Step Two**.

**D. Has your health care provider ordered a test based on identified risk factors?**

If yes, proceed to **Step Two**.

\*Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting 2 days before illness onset, or, for asymptomatic patients, 2 days prior to positive specimen collection until the time the patient is isolated.



## STEP TWO Testing

### A. Get Tested:

1. **On Campus: Graves Gilbert Clinic will provide both PCR (live virus) and antibody tests based on criteria set forth in Step One. Hours beginning August 17<sup>th</sup> are:**

Monday through Thursday: 8 a.m. - 6 p.m.  
Friday: 8 a.m. - 4:30 p.m.  
Saturday and Sunday: Closed

2. **Off Campus: Graves Gilbert Clinic Family Care Center, 2724 Nashville Road, Bowling Green, KY 42101; Ph: 270-781-5111 Ext: 8675; Email: ggc.wkuhealthcare@wku.edu**

Monday through Sunday: 8:00 a.m. – 5:00 p.m.

**Patients needing to schedule a visit are encouraged to call the above number.**

3. **Other Off Campus:**

See options at: <https://govstatus.egov.com/kycovid19>

### B. WKU Insurance:

For Employees and covered dependents, the following costs are waived throughout the public health emergency: member cost-share (copay, co-insurance and deductibles) for the diagnostic test related to Covid-19; and visits associated with Covid-19 testing.

### C. Test Results:

Test results are generally delivered to patient within 2-4 days. WKU is working closely with Graves Gilbert Clinic to provide a rapid test option with local laboratory processing that may drastically reduce the wait time for results. When/if these plans are finalized, information will be communicated to all faculty.

While test results are pending, proceed to **Steps Three and Four**.

If test is negative, no further action is required unless you become symptomatic or health care provider/public health official requires quarantine.

If test is positive, proceed to **Steps Three through Seven**.

If you have questions, please consult your healthcare provider or Graves Gilbert Clinic.



### STEP THREE Reporting

In case of a positive Covid-19 virus test or confirmed or suspected exposure, faculty must notify the following individuals/offices immediately (written notification is preferred):

- Department Head/Chair/Director
- WKU Covid 19 Hotline: (270) 745-2019, or [wkuemgm@wku.edu](mailto:wkuemgm@wku.edu)



### STEP FOUR Quarantine

Quarantine for a minimum of 10-14 days is **REQUIRED** for ALL faculty who:

- have been in close contact with someone who has tested positive for Covid-19 (see definition of close contact in Step One);
- have been contacted by public health and directed to quarantine; and/or
- have traveled to a state or country covered by a national or state travel restriction.

Quarantine for a minimum of 10 -14 days as directed by public health or healthcare provider for ALL faculty who:

- have tested positive for Covid-19;
- are symptomatic (see symptoms identified in Step One).

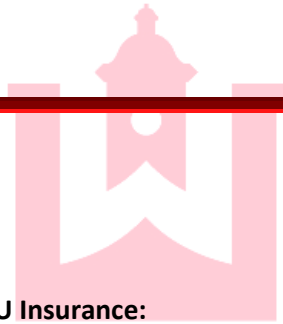


## STEP FIVE Contact Tracing

The Barren River Health Department shall be responsible for contact tracing related to any known or suspected case of Covid-19 on WKU's campus. An infographic outlining this process can be found at:

[https://b28de426-a31e-470d-b2f5-f222f27b22ed.filesusr.com/ugd/6bf55e\\_c584beff76144e5f9af041cd6e41025b.pdf](https://b28de426-a31e-470d-b2f5-f222f27b22ed.filesusr.com/ugd/6bf55e_c584beff76144e5f9af041cd6e41025b.pdf)

**It is imperative that faculty who are contacted by a verified public health representative for purposes of contact tracing be responsive and compliant with that representative's request.**



## STEP SIX Treatment

### WKU Insurance:

For Employees and covered dependents, the following costs have been waived: member cost-share for in-network telehealth visits, including visits for behavioral health and select physical, occupational and speech therapies through September 13, 2020; and member cost-share for in-network providers on treatment of COVID-19 through December 31, 2020.



## STEP SEVEN

### Student Notification and Course Modification/Release

- A. For fall 2020, it is strongly recommended that all faculty develop contingency plans for course delivery in case of a Covid-19 personal diagnosis or campus outbreak. For synchronous courses, an asynchronous delivery option should be included in this plan. Assistance for development of these contingency plans can be provided by the Center for Innovative Teaching and Learning: <https://www.wku.edu/citl/>**
- B. Faculty who remain able to teach but who are in quarantine because of pending Covid-19 test results or a confirmed diagnosis shall:**
- Assess all courses immediately to determine the extent and duration of modifications to delivery modality required based on the faculty person's diagnosis.
  - Notify students by email and Blackboard posting that modifications to delivery modality are being made.
  - Complete modifications to course delivery timely and consistent with learning objectives stated in the course syllabus to minimize adverse effects on student learning.
- C. Faculty who are unable to teach because of quarantine or hospitalization resulting from a suspected/confirmed diagnosis shall be released from teaching responsibilities but shall to the extent physically possible assist the department head/chair/director in making alternative arrangements for course delivery.**
- It shall be the ultimate responsibility of the department head/chair/director to ensure all courses within the affected faculty person's workload are delivered timely and consistent with the learning objectives stated in the course syllabus. It is recommended that each department have a contingency plan in place for each course offered by the department in fall 2020 in case of individual faculty diagnosis or campus outbreak.

#### FACULTY RESOURCES:

WKU Covid-19 Related Information: [www.wku.edu/covid19](http://www.wku.edu/covid19)

State Covid-19 Related Information: <https://govstatus.egov.com/kycovid19>

Kentucky Covid-19 Hotline: (800) 722-5725

WKU Covid-19 Reporting: (270) 745-2019, or [wkuemgm@wku.edu](mailto:wkuemgm@wku.edu)

Graves Gilbert Clinic (WKU Office): [www.wku.edu/healthservices](http://www.wku.edu/healthservices)

WKU Human Resources/Benefits: [www.wku.edu/hr](http://www.wku.edu/hr)

PPE Requests: [www.wku.edu/covid19/messages/index.php?view=article&articleid=8934](http://www.wku.edu/covid19/messages/index.php?view=article&articleid=8934)

Barren River District Health Department: [www.barrenriverhealth.org/covid-19-information](http://www.barrenriverhealth.org/covid-19-information)

WKU Police: [www.wku.edu/police](http://www.wku.edu/police)