

**Procedures for Supervisors Administering the COVID-19 Workplace Questionnaire**  
*(Revised 5/1/2020)*

This information is subject to change as this pandemic is a fluid situation. Government orders, guidance and other circumstances may change at any time. The university may also adapt and respond to those changes and will endeavor to communicate additional or different guidance in a timely manner.

- Maintain social distancing (stay 6 feet away) while the employee completes questionnaire.
- Do not share pens or other writing utensils.
- If an employee has traveled and is unsure if the area they traveled to has widespread community transmission, they may contact the Bryant Student Health Center for verification (620-235-4452).
- If the employee answers “yes” to any of the questions, direct the employee to leave the worksite, return home and seek advice from a health care provider or the county health department.
- If an employee answers “yes” to any of the questions, promptly notify your immediate supervisor and email the questionnaire to Human Resource Services at [payroll@pittstate.edu](mailto:payroll@pittstate.edu).
- If the employee is not tested for COVID-19, procedures for requesting and recording leave will apply.
- Information on the COVID-19 Workplace Questionnaire is confidential and should not be shared with anyone other than Human Resource Services and your supervisor.
- Store the employee questionnaire responses by date and maintain in your office.