



Department of Human Resources

TO: University Employees
FROM: Fred Cratty, Chief Human Resources Officer
RE: COVID-19 Self-Reporting Form
DATE: January 21, 2022

I hope that you are all staying safe and healthy. As we begin the Spring semester, I thought that it would be a good time to remind everyone about the University's COVID-19 self-reporting form. This self-reporting form should be used when you test positive for COVID-19 or when you have direct contact with someone who has tested positive. The form has been updated recently, in order to request additional information from the individuals reporting. Some of the additional items requested are vaccination status, name of vaccine, date of last shot, booster status, copy of positive test result, etc. The purpose of requesting this additional information is to assist the University in providing a quicker turnaround time when placing members of the University Community in isolation or quarantine.

You can access the form from the University's home page via an orange box titled "COVID-19 Information" at the top righthand corner of the page or via a yellow banner at the middle of the home page titled "WCSU COVID-19 Information Spring 2022". Once you click on either of these links, you will be directed to a webpage dedicated to all things COVID-19 related for the University. Lastly, you will see an orange box at the top titled "Report COVID-19 Illness/Exposure", which is the self-reporting form.

I encourage you all to frequently visit the COVID-19 webpage, as this is where all of the current information will be uploaded.

If you have any questions please feel free to contact me at 203-837-8665 or via e-mail at crattyf@wcsu.edu.