



To all Employees,

We are now well into our first month of classes on campus and new systems are continuing to develop and transform in relation to COVID-19. At some point you may receive information about a student or fellow employee testing positive, being in close contact, or any other COVID-related matters. **In an effort to streamline and standardize our process of information sharing, we ask that you please submit information or concerns you have in the following ways:**

Concerns regarding students: Submit an alert on the WCares page in MyWC. A new alert 'type of concern' called "**Wellness-Student COVID Concerns**" has been created for this very reason. The alert will go directly to the Wellness Center and Dean Lacey so that they can begin the process of working with the student. We ask that you please use the alert system verses sending e-mails or texts directly to either the Wellness Center or Dean Lacey. By submitting an alert, we can get the information quickly and confidentially and allow the team to spring into action instead of spending time responding to e-mails and texts.

Concerns regarding yourself or other employees: Contact the Human Resources Office.

Mandy March
573-592-5226

Mandy.March@wcmo.edu

Jessie Jones
573-592-5039

Jessica.Jones@wcmo.edu

Updated information and campus alerts regarding COVID-19 can be found on our website:

<https://www.wcmo.edu/stronger-than-ever-faq/index.html>

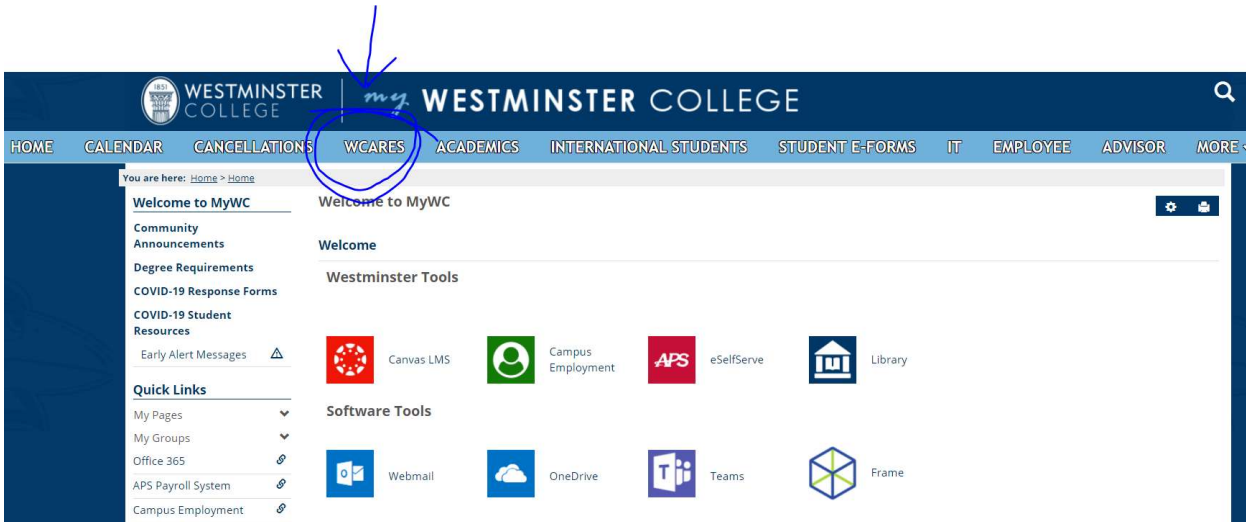
When it comes to COVID-19 and tracing people's contact, acting quickly with the best information we can is essential. Thank you for all you do to support our students and each other, and to keep our community safe. Please scroll down for directions on how to use the alert system.

Thank you,

Mandy March
Associate VP & Chief HR Officer

How to Submit an Alert on WCares

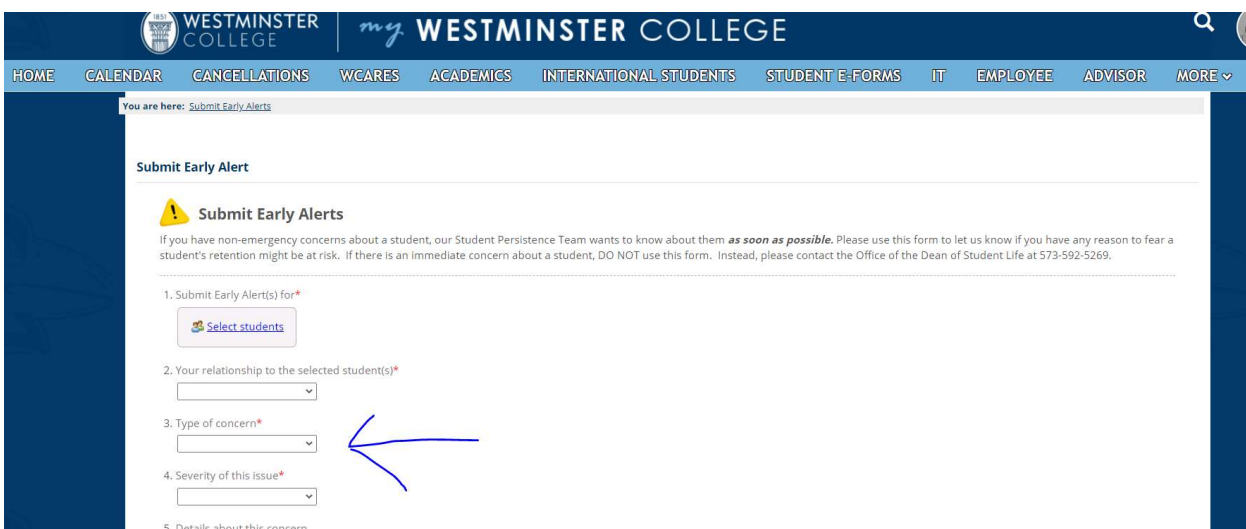
1. Log into MyWC. Along the top will be an option for WCares



2. Select Early Alerts on the left-hand column:



3. Enter in Information about the Student, Your relationship, etc.
 - a. For Type of Concern: Please select "Wellness-Student COVID Concerns"



4. When you are done filling out the relevant information, please push "Submit Early Alert"