



## COVID-19

### Frequently Asked Questions for Employees

Campus operations requires thoughtful analysis of campus functions, coordination among units, and most importantly a commitment to the safety of our Sycamore community. Please know how much we appreciate your understanding and patience.

#### **How is ISU helping employees stay safe on campus?**

ISU developed General Safeguards for Campus community, which follow State of Indiana and Centers for Disease Control guidance on issues such as social distancing, mask wearing, and cleaning of both personal spaces and common areas. These safeguards will contribute to the safety of everyone at Indiana State University, so you are asked to comply with them even when visiting campus for short periods of time.

Some ISU employee jobs require extensive interaction with the public or don't allow for adequate social distancing. Supplemental safeguards and policies have been developed for these areas.

#### **Are campus buildings and offices open?**

ISU campus buildings and offices are open regular business hours.

#### **Does ISU require employees wear a face covering?**

If you are **FULLY VACCINATED**, masks are optional for you anywhere on campus. If you are **NOT FULLY VACCINATED**, you must continue wearing a face covering indoors. You may unmask on campus only in private office.

#### **What does it mean to be fully vaccinated?**

You are considered fully vaccinated two weeks after the second dose of a two-dose vaccine, or two weeks after a single-dose vaccine.

**I am not fully vaccinated. Do I need to continue to wear a face mask and maintain 6-foot distance for others?**

If you are not fully vaccinated you are required to continue to wear a face mask indoors unless you are in your private office or work space and maintain 6 foot distance from others.

**A co-worker indicates they are not vaccinated but refuses to wear a face mask in my work area. What should I do?**

You can speak to your supervisor about your concern or contact Human Resources at 812-237-4114.

**Why are employees being asked to voluntarily submit proof of COVID vaccination?**

The university is asking employees to voluntarily submit proof of COVID vaccinations. This information will be considered private and will only be used for contact tracing purposes or as part of overall, non-identifiable reporting about campus vaccination rates. Your information will be kept confidential consistent with federal and state privacy laws Voluntary disclosure will have no implications on an employee's job status.

**How do I upload my vaccination record?**

Sign into MYISU, click the badge "ISU COVID-19 Vaccination Record" and securely upload your vaccination record. Each submission will be reviewed by ISU Contact Tracing/HR. When a vaccination record submission is complete, a request will be submitted to remove that employee from the daily email reminders to complete the survey.

**Do fully vaccinated individuals have to complete the daily Sycamore Symptom Assessment?**

Employees who are fully vaccinated and upload their vaccine record will not be required to complete the daily Sycamore Symptom Assessment screening process.

If a fully vaccinated employee is close contact of a person diagnosed with COVID, and has been notified by ISU Contact Tracing or State or Local Health Departments, the daily Sycamore Symptom Assessment will be required for two weeks. The survey can be accessed through the ISU webpage at <https://www.indstate.edu/covid-19/news>.

**What constitutes official proof of vaccination?**

Official documentation is your vaccination card from the administrator of your vaccines or a vaccination certificate from the state immunization registry. Indiana residents can download their vaccination certificate at [www.coronavirus.in.gov/vaccine](http://www.coronavirus.in.gov/vaccine) and click through to the Indiana Vaccination Portal.

### **What should I do if I lost my vaccination card?**

Proof of vaccination can be obtained from the provider that administered the vaccine or the state immunization registry. Indiana residents can download their vaccination certificate at [www.coronavirus.in.gov/vaccine](http://www.coronavirus.in.gov/vaccine) and click through to the Indiana Vaccination Portal.

### **How and when can I get vaccinated for COVID-19?**

The State of Indiana Department of Health determines eligibility for vaccinations. Currently, the Pfizer vaccine is available for anyone age 12 and over, and Moderna and Johnson and Johnson vaccine are available for anyone 18 and older. Visit [www.ourshot.in.gov](http://www.ourshot.in.gov) to see if you are eligible and to register and make an appointment.

### **Can I take time off to receive a COVID vaccination and/or recover from side effects?**

Employees can use available sick time (as you would for a medical appointment or illness) or you may use other available personal time.

### **Should I get vaccinated if I've had COVID-19 in the past 90 days?**

According to the Indiana State Department of Health, since reinfection risk is low in the first 90 days after COVID-19, you can delay vaccination until 90 days post infection. You should not get vaccinated while ill or during an isolation or quarantine period to avoid exposing others. As it is possible to be reinfected with COVID-19, it is important for people who have already had COVID-19 to be immunized.

### **Will I be paid for completing the Daily Health Assessment, as a Non-Exempt Employee?**

Effective July 12, 2021, the Sycamore Symptom Assessment will be required to be completed at the beginning of the employee's regular work schedule. As a result, work schedules will no longer need to be adjusted to accommodate for time completing the assessment prior to arriving on campus. Employees should be familiar with the assessment and understand that they should not come to campus if they have been diagnosed with COVID-19, are a close contact of a positive case or exhibit symptoms related to COVID-19. In those cases, employees should contact their supervisor and Human Resources. The University appreciates your willingness to regularly monitor your health and take steps to protect other members of the ISU campus community.

### **What if I am sick, but feel good enough to come to work?**

You should complete your Sycamore Symptom Assessment and stay home. Employees will be contacted by ISU Contact Tracing when they receive the "Not Cleared" message. If you feel you may have symptoms of COVID-19 please use the [CDC Self Checker](#) to evaluate your symptoms and follow the guidance of your primary care provider.

**If I am diagnosed with COVID-19 or experiencing COVID-19 symptoms, what should I do?**

If you are experiencing symptoms of COVID-19 or have been diagnosed with COVID-19, please stay home, do not report to work or come to campus and complete the Sycamore Symptom Assessment. Employees will be contacted by ISU Contact Tracing when they receive the “Not Cleared” message. ISU Contact Tracing follows CDC and The State of Indiana Health Department guidelines. Follow your normal departmental procedures and report your absence to your supervisor.

**Will I be required to quarantine if I have been in close contact with a person diagnosed with COVID-19?**

Yes, if you are not fully vaccinated you will be required to quarantine for 7-14 days if you are determined to be a close contact of a positive case during their infectious period. Complete the Sycamore Symptoms Assessment. You will be “Not Cleared” and contacted by ISU Contact Tracing. ISU Contact Tracing follows CDC and The Indiana State Department of Health guidelines for quarantine. You can also contact Human Resources at 812-237-4114 for more information.

**What if I’m a close contact and I’m fully vaccinated?**

You may not need to quarantine as a close contact if you have a complete dose of the COVID-19 vaccine and do not have symptoms of COVID. Complete the daily Sycamore Symptom Assessment and answer YES if you believe you are a close contact. ISU Contact Tracing will call or email you to make recommendations. You can also call Human Resources at 812-237-4114.