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.

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 complete the Sycamore Symptom Assessment as soon as possible. Isolate following CDC guidelines and notify your close contacts.

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

If you have COVID-19 symptoms, get tested and stay home until you have your results. Please follow the guidance of your primary medical provider if you are sick. If your medical provider advises you to stay home, employees are to utilize their accrued sick leave or other available personal time. Follow your normal departmental procedures and report your absence to your supervisor.

Where can I be tested for COVID-19?

Check the Indiana Department of Health website for Community Testing Sites for PCR and Rapid Antigen tests at https://www.coronavirus.in.gov/2524.htm. Some local pharmacies have PCR and Rapid tests available by appointment. Check pharmacy websites for more details.

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

Complete the daily Sycamore Symptom Assessment and answer YES if you believe you are a close contact. Follow CDC guidelines and monitor for symptoms. 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?

Complete the daily Sycamore Symptom Assessment and answer YES if you believe you are a close contact. Follow CDC guidelines and monitor for symptoms. You can also contact Human Resources at 812-237-4114 for more information.

If my child/dependent is quarantined or their child care is closed due to COVID, do I need to use sick leave?

Due to safety concerns, children should not be brought to campus. Yes, you will need to use your sick leave or vacation time or make alternative arrangements for childcare.

If I test positive for COVID-19, or my dependent tests positive for COVID-19, can I apply for FMLA leave?

A positive COVID-19 test does not immediately qualify an individual for FMLA. Employees must meet the qualifications for FMLA. Please contact the Office of Human Resources at 812-237-4114, if you have a serious health condition to find out if you meet the eligibility requirements.

Can I work remotely while I am quarantined or isolated due to COVID-19? What if my supervisor asks me to work remotely?

The University's goal remains to offer the full campus experience, which requires staff to be on campus and engaging in-person with students and colleagues. Supervisors cannot arrange for temporary remote work or other accommodations for employees without working through Human Resources.

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 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 the new ISU portal, click the folder "ISU APPS", and click the app "Covid-19 Vaccination Record". Fill out the survey and securely upload a picture of official documentation of vaccination. Each submission will be reviewed by Human Resources.

What constitutes as 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 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 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 and Moderna vaccine is available for anyone age 6 months and over. Johnson and Johnson vaccine are available for anyone 18 and older. Visit www.ourshot.in.gov to see if you are eligible and to register and make an appointment.

The ISU Health Center is providing free, walk-in COVID-19 Moderna vaccines and boosters in the Student Services Building for students and employees on Thursday's 8:30 am to 11:30 am and 1:15pm to 3:30 pm. The Student Services Building is located at 567 North 5th Street.

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.