Indiana State University

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. It is a concerning time for everyone in our community and our state, and your cooperation and assistance are key to successful on-campus operations. 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, cleaning of both personal spaces and common areas, and Daily Sycamore Symptom Assessment. Following 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 are open. However certain departments and areas may be by appointment only due to COVID-19 precautions.

Does ISU require employees wear a face covering?

All Sycamores are required to wear a mask in all campus buildings and indoor settings, as well as outdoor settings where social distancing cannot be maintained. Faculty and staff can remove their masks in their individual offices, unless they have visitors or face-to-face meetings. If you have a medical condition that prevents you from being able to wear a mask, please contact Human Resources for appropriate accommodations.

How do I take the Sycamore Symptom Assessment before coming to campus each day?

ISU asks all employees to complete the Sycamore Symptom Assessment before reporting to work each day. Completing the daily health assessment allows the University to identify infectious individuals and/or close contacts prior to them coming to campus. ISU Contact Tracing follows the guidance of the CDC and the State of Indiana Department of Health.

Employees have options to complete this assessment;

- Complete the survey through the link in the daily email to your ISU email address
- Click here or copy and paste link in browser to take your daily assessment https://indianastate.iad1.qualtrics.com/jfe/form/SV_23PmRquhyIc3kmF
- Call 812-237-5922 and follow the prompts to answer the health assessment questions

How will I be paid for completing the Daily Health Assessment, as a Non-Exempt Employee?

Non-exempt employees completing this assessment prior to coming into work should expect supervisors to work with them to adjust their schedule to work 30 minutes fewer in a week. In most cases, department heads are expected to shorten the workday by 6 minutes each day (for employees working a traditional 5 day work week) by allowing employees to leave early, start later or take a longer lunch break. In order to account for this time, employees entering time in Kronos, should report the full shift and the use the comment code "COVID-19 – Health Assessment Time Included". If a department is unable to be flexible, employees will be compensated an additional 30 minutes of pay each week.

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.

If you are caring for an individual who has been diagnosed with COVID-19 or who has been asked by a healthcare provider to quarantine because of COVID-19, please contact the Office of Human Resources at 812-237-4114 for more information.

If I have recovered from COVID-19, do I need to provide a note from a medical provider?

Once your isolation is complete and you are fever free for 24 hours without new or worsening symptoms, you can return to campus. ISU Contact Tracing will confirm your isolation end date. You do not need to provide a letter from your medical provide or a negative COVID-19 test result. Until you are fully recovered, you should stay home and contact the Office of Human Resources at 812-237-4114.

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

Yes, 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.

If I am recovered from COVID-19 or had the COVID-19 vaccine, will I be required to quarantine if I have been in close contact with a person diagnosed with COVID-19?

You may not need to quarantine. Please complete the daily Sycamore Symptoms Assessment and answer YES to being a close contact. ISU Contact Tracing will call or email you. You will be asked to provide documentation that you completed your second dose of the COVID-19 vaccine. ISU Contact Tracing, following guidance of the CDC, will make recommendations and can clear you to come to campus.

What if I made a mistake on my survey or my health changes during the day?

You can retake the Sycamore Symptom Assessment if you made an error or if your health changes after you completed the survey. Go to the Indiana State University COVID-19 webpage (https://www.indstate.edu/covid-19/news) and click Sycamore Symptom Assessment. You can also contact Human Resources at 812-237-4114.

What is the difference between isolation and quarantine?
Isolation is the 10 day period someone with a positive case will start on the first day they became symptomatic. If someone is asymptomatic (showing no symptoms) but receives a positive test, then their isolation will begin on the date they received the COVID-19 test.

Quarantine is the 7-14 day period someone who is identified as a close contact will start beginning the last day they were exposed to a positive case.

03/30/2021

During Isolation and Quarantine, people stay in their residence and separate from others unless they need to seek medical care. ISU Contact Tracing will determine your isolation and quarantine dates based on CDC guidelines.

Who is considered a close contact to someone who is positive with COVID-19?

A close contact is defined as someone who is within 6 feet of a case for more than 15 minutes during the case's infectious period. Close contacts will be required to quarantine for 7-14 days from the date of their last close contact of the positive case. Even if the close contact tests negative for COVID-19, they must still quarantine due to the incubation period lasting for 2-14 days from date of exposure.

You may not need to quarantine as a close contact if you have recovered from COVID-19 or received a complete dose of the COVID-19 vaccine in the past 90 days. 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.

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

The State of Indiana Department of Health determines the eligibility for vaccinations. They provide vaccinations to each county health department to distribute according to the guidelines. Visit www.ourshot.in.gov to see if you are eligible and to register and make an appointment.

What if I develop cold/flu symptoms after receiving the COVID-19 vaccine?

Some people may experience discomfort in the days following their immunization. These discomforts can be an indication that the body's immune system is working with the vaccine to develop antibodies. These discomforts should only last a few days and may include:

- Pain or redness where the shot was given   • Chills
- Soreness in the arm where the shot was given   • Fever
- Fatigue

These symptoms are common in the days after vaccination. This does not mean the vaccine recipient has COVID- 19. There is no active virus in the vaccine, which means it can't give you COVID-19. If a vaccine recipient develops a cough, sore throat or runny nose, current monitoring and testing guidelines for COVID- 19 should continue to be followed. If you believe you may be experiencing a reaction to the shot, contact your medical provider.

Do I still have to quarantine if I am a contact of someone with COVID-19 even if I am vaccinated?

You may not need to quarantine as a close contact if you have a complete dose of the COVID-19 vaccine. 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.

After I am vaccinated, do I have to wear a mask on-campus?

All Sycamores are required to wear a mask in all campus buildings and indoor settings, as well as outdoor settings where social distancing cannot be maintained.

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 90 days after COVID-19, you can delay vaccination until 90 days postinfection. You should not get vaccinated while ill or during an isolation or quarantine period to avoid exposing others.

If I travel for personal reasons either within the United States or internationally, are there restrictions on my return to on-campus work?

If you travel domestically employees are encouraged to practice CDC recommended safe guards and travel tips. Employees are encouraged to review State and Local guidance of their destination, and areas they will be traveling through, to determine any travel restrictions are in place.

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