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 alone.

What does it mean to be fully vaccinated?

After your final dose of vaccine, it takes up to two weeks to develop antibodies against the COVID-19 virus. You are considered “fully vaccinated” two weeks after the second dose of a two-dose vaccine, or two weeks after a single-dose vaccine.

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](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 during a medical appointment or for illness) or you may use other available personal time.

**Should I get vaccinated if I’ve had COVID-19 in the past?**

According to the Indiana State Department of Health, you should still get vaccinated to be fully protected against getting COVID-19 again. You can get the vaccination as soon as your isolation is over and your symptoms are gone. You should not get a vaccination while sick or during your isolation period to avoid spreading the virus to others. You can delay vaccination until 90 days after you were diagnosed because you have natural immunity. It is possible to be reinfected with COVID-19, it is important that people who have already had COVID-19 be immunized.

**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 individual office or work space alone and maintain distance from others.

**A co-worker indicates they are not vaccinated but refuses to wear a face covering (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.

**Do I continue to take the Sycamore Symptom Assessment before coming to campus each day?**

At this time, 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](https://indianastate.iad1.qualtrics.com/jfe/form/SV_23PmRquhyIc3kmF) or copy and paste link in browser to take your daily assessment
- Call 812-237-5922 and follow the prompts to answer the health assessment questions
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 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 provider 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? What if I’m a close contact and I’m fully vaccinated?

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. You will be asked to provide documentation that you completed your dose(s) of the COVID-19 vaccine. 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.

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.

What is the difference between isolation and quarantine? Who is considered a close contact to someone who is positive with COVID-19?

Visit https://www.coronavirus.in.gov/contact-tracing/index.htm for answers and more resources or call Human Resources at 812-237-4114