



## **Sycamores Back on Track**

### **Frequently Asked Questions**

Returning to campus operations requires thoughtful analysis of campus functions, coordination among units, and most importantly a commitment to the safety of our Sycamore community. It's been a concerning time for everyone in our community and our state, and your cooperation and assistance in implementing the phased-in plan are key to a successful returning to on-campus operations. Please know how much we appreciate your understanding and patience.

These FAQs may be updated as more information becomes available.

#### **1. What preparations has ISU made to address employee safety on campus? (8/5/2020)**

ISU has developed General Safeguards for Campus community, which follow State of Indiana and Centers for Disease Control guidance on issues such as social distancing, increased 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.

ISU asks all employees to complete a Daily Sycamore Symptom Assessment before reporting to work each day. Employees have two options to complete this Daily Health Assessment;

- Click [here](https://indianastate.iad1.qualtrics.com/jfe/form/SV_23PmRquhyc3kmF) 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

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

#### **2. Why is ISU requiring that employees wear a face covering? (8/5/2020)**

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 do not need to wear 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.

**3. If I am a supervisor, can I require employees to wear a face covering? (8/5/2020)**

Supervisors should require employees to wear masks because 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 do not need to wear masks in their individual offices, unless they have visitors or face-to-face meetings.

**4. Does ISU recommend that I wear gloves? (8/5/2020)**

ISU does not recommend that employees working in a general office setting wear gloves. This is consistent with [CDC recommendations](#).

**5. Will campus buildings be open during the Fall Semester of 2020? (8/5/2020)**

ISU campus buildings will be open. However certain departments and areas may be by appointment only due to COVID-19 precautions.

**6. Will employees be allowed to travel on university business during Fall Semester 2020? (8/5/2020)**

The University does not recommend travel at this time. Therefore all University-sponsored domestic and international travel must be approved by cabinet members at this time.

**7. If I travel for personal reasons either within the United States or internationally, are there restrictions on my return to on-campus work? (8/5/2020)**

The University does not recommend travel at this time. However, if you travel internationally for personal reasons through Dec 31, 2020, you will be expected to remain home for a period of fourteen (14) days. You should be prepared to take vacation or sick leave for this period if you are not approved to work remotely.

If you have to travel domestically employees are encouraged to practice [CDC recommended safe guards](#) and travel tips. If you are unable to follow these safeguards you could be required to remain home for a period of fourteen (14) days. 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. You should be prepared to take vacation or sick leave for this period if you are not approved to work remotely.

**8. If I am diagnosed with COVID-19 or experiencing symptoms, what should I do? (8/5/2020)**

If you are experiencing symptoms of COVID-19 or have been diagnosed with COVID-19, please stay home and do not report to work or otherwise come to campus. Follow your normal departmental procedures and report your absence to your supervisor.

You should also contact the Office of Human Resources to request information about possible leave options, including additional options for paid leave under the Families First Coronavirus Response Act. Contact 812-237-4150 for more information.

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 to request information about possible leave options, including additional options for paid leave under the Families First Coronavirus Response Act. Contact 812-237-4150 for more information.

**9. If I have recovered from COVID-19, do I need to provide a note from a medical provider? (8/5/2020)**

Once your isolation is complete, and as long as you have been in contact with ISU Contact Tracing Team you will not need to provide a letter from your medical provider. Until you are fully recovered, you should stay home and contact the Office of Human Resources at 812-237-4150 to assist you with emergency paid sick leave or other leave options.

**10. If I am at higher risk for severe illness from COVID-19 or care for a household family member who is at higher risk for severe illness from COVID-19, do I have to return to work? (8/5/2020)**

If you are at higher risk to develop serious illness from COVID-19 as defined by the CDC and you have concerns about returning to on-campus work, please review the [Temporary Accommodations procedure](#). There is a link in the procedure that allows you to submit a request.

Human Resources will work with you and your supervisor to engage in an interactive process to determine options that support a healthy and safe work environment while determining ways to complete position responsibilities. You may be requested to provide information from your healthcare provider certifying that you or your household family member have an underlying health condition that puts you at higher risk for severe illness from COVID-19.

**11. What if an ISU employee, student, or visitor is diagnosed with COVID-19? (8/5/2020)**

If ISU becomes aware of an employee, student or visitor who has been diagnosed with COVID-19, ISU will work to isolate the area(s) of exposure and follow state and CDC guidelines to clean and disinfect as needed. The Indiana State Department of Health and Vigo County Health Department has taken over responsibility for contact tracing across the state, and ISU will be contact tracing for the campus community. ISU respects the privacy of all of our employees, students, and visitors and will not release personal health information publicly.

**12. Will I be required to quarantine if I have been in close contact with a person diagnosed with COVID-19? (8/5/2020)**

Yes, you will be required to quarantine for 14 days if you are determined to be a close contact. The Indiana State Department of Health is conducting all contact tracing across the State of

Indiana and will notify individuals who have been in close contact with a person diagnosed with COVID-19. You could also be contacted by Indiana State University Contact Tracing team if you were in close contact with someone who tested positive on campus. If you are notified or know you have been in close contact with someone who has tested positive for COVID-19, you should follow the Health Dept. or ISU Contact Tracing team's guidance to quarantine. You can also contact Human Resources, who will provide you with information on possible leave or remote work options, including additional options for paid leave under the Families First Coronavirus Response Act. Contact the Office of Human Resources at 812-237-4150 for more information.

**13. I am fearful of exposure and I don't want to come to work on campus. Can I continue to work remotely or be on a paid leave? (8/5/2020)**

ISU has developed [General Safeguards](#) for Campus Employees and Departments, which follow State of Indiana and Centers for Disease Control guidance on issues such as social distancing, increased cleaning of both personal spaces and common areas, and Daily Health Assessments. If you still feel uncomfortable returning to work please contact the Office of Human Resources at 812-237-4150 or 812-237-4115.

**14. My children's childcare provider or school has closed or schedules have been impacted because of COVID-19. What options do I have? (8/5/2020)**

Employees should discuss with their supervisor and the Office of Human Resources when no childcare options are available, due to COVID-19. Employees may also review the procedure for [Expanded FMLA](#) for childcare related to daycare, school closures or altered schedules. Contact the Office of Human Resources at 812-237-4115 to see if they qualify for the [CARES ACT Expanded FMLA](#).

For the safety of all of our employees, please do not bring your child or other family members to the work with you.

**15. What should I do if a co-worker appears to be sick with COVID-19 symptoms but is still working on campus? (8/5/2020)**

Any concerns should be reported directly to your supervisor even if the employee is not in your department. Employees should social distance and encourage the employee to go home as soon as possible and notify their supervisor. Employees should not assume a diagnosis of any sort but merely inform one another of safe practices in "staying home" when not feeling well.

**16. What if I am sick, but feel good enough to come to work? (8/5/2020)**

You should complete your Sycamore Symptom Tracker and stay home. 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. Employees may be contacted by ISU Contact Tracing Team as a follow up. If COVID-19 related you may be entitled to Emergency Paid Sick Leave through the CARES Act.

**17. How will I be paid for completing the Daily Health Assessment, as a Non-Exempt Employee? (8/5/2020)**

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.

**18. If I am working remotely, may I continue to use the Student Recreation Center or other campus facilities? (08/05/2020)**

Human Resources will not tell you what you are allowed to do during your free time. That said, if you have concerns over returning to campus to work or have an underlying medical condition, you should follow similar precautions in your free time as you are for your workday.

**19. Why should I complete my Sycamores Symptom Assessment each day prior to coming to campus? (08/29/2020)**

Completing the daily health assessment allows the University to identify infectious individuals and/or close contacts prior to them coming to campus. This let’s ISU Contact Tracing Team be informed and reach out with guidance to the campus community.

**20. What is the difference between isolation and quarantine? (08/29/2020)**

Isolation is the 10 day period someone with a positive case will be put on beginning 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 14 day period someone who is identified as a close contact will be put on beginning the last day they were exposed to a positive case.

**21. What if I feel fine, but have been told to quarantine because I was identified as a close contact, can I come back to work? (08/29/2020)**

You can return to work only when you have completed your quarantine period. You can discuss options with HR and your supervisor about working remotely during your quarantine if possible

**22. What is the incubation period for COVID-19? (08/29/2020)**

The incubation period is 2-14 days from the date of exposure to a positive case. This is the amount of time that you could get COVID-19.

**23. Who is considered a close contact to someone who is positive with COVID-19?  
(08/29/2020)**

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 14 days from the date of their last close contact of the positive case during the case's infectious period. 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.

**24. Is my position eligible for the alternating days or week schedule starting Monday, November 16th? (11/13/2020)**

This option is only available for those positions that can work remotely and have the remote technology to do so on the days they will not be on campus. This will help enable physical distancing by reducing the number of employees in campus offices and buildings.

**25. How do I request to start working an alternating schedule beginning 11/16/2020?  
(11/13/2020)**

Please discuss this option with your supervisor to determine your schedule and if this option is available in your department. The alternating schedule for remote work is voluntary and must be approved by both the employee and the supervisor.

**26. Can all employees with positions that can work remotely, and have the remote technology, just work from home beginning 11/16/2020? (11/13/2020)**

No, it is imperative offices are staffed to continue to provide high quality service to our students, employees and visitors. This is important as the physical campus will remain open.