



BACK ON TRACK



**SYCAMORES**



A GUIDE FOR STUDENTS AND FAMILIES



**“This is a very challenging time for our nation and the world, and Indiana State University is committed to following the directives from both the state and federal governments to do as much as possible to contain the spread of this virus. The health and safety of our campus community is always ISU’s highest priority.”**

*Indiana State University President Deborah J. Curtis*

*Indiana State officials, in accordance with guidance from the Centers for Disease Control and Prevention, the U.S. Department of State and the Indiana Department of Health, continue to work to provide the safest learning and working environments for all members of the State community.*



# Back on Track Sycamores

## EFFORTS TO PROTECT THE HEALTH AND SAFETY OF STATE'S CAMPUS COMMUNITY

1. Expectations and personal responsibility.
2. Health and safety practices and protocols.
3. Safety changes and practices in physical spaces.
4. Adjusted and flexible course design.
5. Large events and social gatherings.
6. Frequently asked questions and additional resources.

### Safety Measures

- #MaskUpSycamores

ISU will provide **2 cloth masks per student**, faculty and staff. 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.

Mask wearing extends to all visitors, contractors, and vendors while on campus grounds.

- Wash your Hands (*practicing good hygiene*)

Wash your hands to the fight song – for a minimum of 20 seconds! Use hand sanitizer when hand washing is not available.

Avoid touching surfaces, shaking hands, and using hands to open doors when other methods are available

Keep all personal belongings, as well as living, studying and working spaces, clean and sanitized. Students and faculty are asked to sanitize/wipe down classroom desks and chairs upon entering and exiting the class.

- Avoid touching your face

- Watch your Distance

Maintain a minimum 6 feet distance between you and other individuals when possible. This not only protects you, but is a courtesy to others with respect to their personal space and health.

- The campus community will participate in testing and contact tracing under prescribed protocols.

# 1. Expectations and personal responsibility.

The University has implemented measures to ensure the safety of students, faculty, staff and visitors to Indiana State. We care deeply about the Sycamore community and have, thus, required each individual to wear a mask when on campus to protect you and those most vulnerable in our community. We see this as not only honoring our values as an institution but leading by example in our community. Additionally, every individual is expected to take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for others around them. Students will be asked to review the **Sycamore Commitment** in their student portal when they arrive to campus.

# 2

## 2. Health and safety practices and protocols.

### *Self-monitoring of symptoms*

**Symptoms associated with COVID-19 generally appear within 2-14 days after exposure.**

Common symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

*Students must bring their health insurance card with them to campus and carry it with them.*

ANYONE WHO IS EXPERIENCING SYMPTOMS or who thinks they might have been exposed to someone with COVID-19 should stay home or in their room, if on campus. Do not attend class, events, work or elsewhere. We ask that you contact the Student Health Center at **812-237-3883** for testing. All students should contact the Office of the Dean of Students at [indstate.edu/student-affairs/dean](http://indstate.edu/student-affairs/dean) in regards to contact tracing.

### **Establish a testing and contact tracing system**

Testing protocols will be established in conjunction with the CDC and state's Department of Health. This will include testing symptomatic and asymptomatic individuals following CDC guidelines to manage the spread of the disease, while ensuring the protection of vulnerable populations and caring for symptomatic and sick individuals.

Students who test positive for COVID-19 will be recommended to go home for the duration of the virus. If that is not possible, Residential Life has set aside isolation/quarantine space for ON-CAMPUS RESIDENTIAL students only. Off-campus students will be asked to quarantine/isolate at home.

For additional information visit our full FAQ at [indstate.edu/covid/faq](http://indstate.edu/covid/faq).



**Establish protocol for on-campus housing to further protect the most vulnerable students**

Students with health conditions that place them at greater vulnerability to severe illness due to COVID-19 will be offered living accommodations to limit their risk of contracting the disease. Students are asked to work directly with the Office of Residential Life. [ResLife@indstate.edu](mailto:ResLife@indstate.edu).

**Accommodating employment of vulnerable populations**

The University has established leave time and health plans in response to COVID-19 for faculty, staff and students. Information is available at [indstate.edu/covid](http://indstate.edu/covid). Students are encouraged to work with their supervisor and Career Center. Faculty and Staff are encouraged to work with their supervisors and Human Resources.



## 3. Safety changes and practices in physical spaces.

Campus spaces will look different. We acknowledge the important role those spaces play in a safe and exciting college experience! We have outlined some of our higher trafficked spaces below but know we are adopting safety practices all across campus. We want you to feel at home and safe on your arrival!

### Academic spaces

- Classroom capacity on average will be reduced by 50%
- Instructional spaces have been individually evaluated and seating space has been adjusted according to guidelines.
- Specific entrances and exits have been identified with appropriate signage.
- Students will be assigned seats in classrooms to assist with contact tracing and reducing exposure. Chairs should not be moved from their original position.
- All students and faculty will be required to wear a face mask at all times within the building.

### Residential Life and Move-in

- Move-in has been extended over 9 days to reduce contact between students and families.
- Students are required to schedule a date and time to move in. Students should check their housing portal for a scheduling link, prior to contacting Residential Life. If questions arise, please contact [ResLife@indstate.edu](mailto:ResLife@indstate.edu).





- Carts will be available on a limited basis. Students are encouraged to bring a two-wheel cart or wagon.
- There will be no move-in crew this year. If you have concerns or need assistance in moving in your belongings, please contact [ResLife@indstate.edu](mailto:ResLife@indstate.edu).
- New policies for usage of shared spaces such as elevators, communal bathrooms, and common areas have been put in place. Keep an eye out for new signage.
- Guests will be restricted to the lower lobby levels.
- Residents will be encouraged to physically distance on the floors, and masks will be required in common areas, hallways and bathrooms.
- To prepare for arrival, students should reference the “what to bring” page at [indstate.edu/residential-life/what-to-bring](http://indstate.edu/residential-life/what-to-bring).
- For our full residence hall policy, please go to your portal or visit [indstate.edu/reslife](http://indstate.edu/reslife).

### Dining halls

Changes to on-campus dining halls will include:

- New signage and floor stickers to indicate traffic patterns and social distancing protocols.
- All food stations will be staffed as opposed to self-service where students can self-select.
- Adjustments to seating availability to accommodate social distancing.
- Increased sanitation by staff members including cleaning tables, chairs, floors, and serving stations.
- Face masks will be required to enter the dining hall and while waiting in line.
- A variety of to-go meals will be made available.





### Campus Recreation

- Hours have been adjusted to allow for proper cleaning.
- Cardio equipment, strength equipment, and the aquatics spaces are available. All areas have been adjusted to follow social distancing.
- Members are encouraged to bring their own water bottles.
- Members are required to wear face coverings in the Student Recreation Center with the exception of actively exercising, such as cardio equipment, group exercise classes, and swimming.
- For more information regarding opening phases, visit [indstate.edu/campus-rec](https://indstate.edu/campus-rec).

### Common spaces

- The layout and design of campus buildings and facilities are being assessed one by one to ensure proper health and safety updates are made, appropriate signage is posted, and public-use areas are addressed.

### Departments and Office spaces

- For good physical distancing practices, many offices will be prioritizing virtual appointments. Please contact the respective office prior to visiting. (*Office information can be found in the online directory from the university homepage.*)
- Floor stickers will offer guidance for maintaining social distance.
- Plexi-glass shields will be in place in many locations to offer protection for all Sycamores.

### Protocols for safe student organization and group meetings

- In order to allow the safest environment that supports student activities, Indiana State is capping all campus events at 25 percent of capacity, in addition to adhering to social distancing protocols and other safe practices.

# 4

## 4. Adjusted and flexible course design.

**Students should plan to bring the following items with them upon their return to campus to ensure safety in the classroom and to assist in their academic experience (these items will not be provided by the institution, excluding the masks):**

- Laptop and charger  
*(do not plan to rely solely on a cellphone)*
- Headphones or earbuds
- Hand sanitizer
- Sanitation wipes for cleaning their class seats and study areas
- Cloth face masks
- Thermometer to check your temperature each day before leaving their residence

Our primary goal in preparing classes for the fall is to enhance safety for students, faculty and staff. We're evaluating risk based on the number of students, room size and nature of the course. Our focus will continue to be on high quality instruction with flexibility and adaptability in academic delivery as the semester and CDC recommendations evolve.

- Some face-to-face courses will be facilitated as a blended or hybrid format, meaning part of the course could be held virtually while rotating face-to-face instruction as guided by the professor.
- On days that are not face-to-face meetings, students will either join the course remotely or work on assignments.
- Students are encouraged to keep an open line of communication with their professors. Be sure to have regular, meaningful contact with your faculty member at least once per week throughout the semester.
- Before the semester begins, a small number of classes may move to fully online at the request of at-risk faculty. In those cases, students will be alerted via their ISU email. If you have a concern regarding the new online format, please contact your academic advisor or college dean's office.



- In the event that classes change face-to-face course delivery to completely distance course delivery, students will not be charged a distance fee or have additional cost associated.
- Please monitor your campus email regularly for updates regarding changes in schedules, course delivery, and/or other changes.
- We encourage students to be flexible in this time as schedules, locations, and courses are adjusted.
- If your academic schedule needs adjusted, please work with your academic advisor or college dean's office.

#### Attendance

- Students who contract the virus or feel ill will not face attendance penalties. Students should stay home and contact their professor prior to class.
- Attendance will no longer be factored in to grading.
- If students become ill for an extended period of time and are not able to attend class or complete coursework, they are encouraged to contact the Office of the Dean of Student by calling **812-237-3829**.



## 5. Large events and social gatherings.

### Events and gatherings

- Indoor gatherings of greater than 250 will be cancelled or moved to smaller groups.
- Social distancing and face coverings are required for all scheduled indoor and outdoor events.
- Capacity will be limited to 25% in all indoor venues that host events and gatherings.
- Additional student events will be offered virtually through the Division of Student Affairs.
- For additional information and protocols visit [indstate.edu/covid/campus-visitors/fall-event-planning](https://indstate.edu/covid/campus-visitors/fall-event-planning).

### Athletics

All Sycamore athletics events and activities will follow guidelines from the NCAA and Missouri Valley Conference. For further rules/regulations/changes due to COVID visit [gosycamores.com](https://gosycamores.com).

## 6. Frequently asked questions and additional resources.

**A** What safety precautions are the university taking for the start of the semester?

The University, in an effort to reduce the risk of the campus community's exposure to the virus, has taken proactive measures to reduce classroom capacity, adjust seating spacing, add appropriate signage to entrances and exits and establish new protocols for cleaning and social distancing in common spaces around campus.

**B** How should I prepare myself for campus this semester?

Quarantine or isolate yourself for two weeks prior to returning to campus and be sure to bring the following items when you move in this fall: • Additional face coverings • Laptop and charger • Headphones or earbuds • Hand sanitizer • Sanitation wipes for cleaning their class seats and study areas • Thermometer to check your temperature each day before leaving residence

**C** If classes are moved online will I receive a refund?

The university will honor the add and withdrawal course calendar. Students will be required to pay for the course work they intend to complete. There will be no refund awarded should all courses move online.

**D** What's the likelihood the university would close this fall semester?

The institution will remain open, but classes may move online. The university will follow CDC guidelines and state recommendations for holding in-person instruction.

**E** Will there be testing on-campus for COVID-19?

There will be testing on campus at the Student Health Center. Students who have symptoms should call the Student Health Center where they will be directed to a virtual pre-visit screening. After screening, the student will be instructed on next steps for treatment and/or testing.

**F** How will positive COVID-19 cases be communicated to the Sycamore community?

It will be challenging to report specifically how many cases are on campus due to different locations students, faculty and staff will be tested.

Contact tracing will be the way most individuals will learn about positive cases. That will happen by a phone call from Student Affairs or Vigo County Health Department on a one-on-one basis.

**G** What happens if I test positive for COVID-19?

The Office of the Dean of Students will aid students in determining what resources and options best suit their individual situations.

“Our university is strong, and it will continue to be a very special place to learn and work. Together, we will overcome this challenge and move forward with the strength and resilience that defines the Sycamore.”

*President Deborah J. Curtis*

### *Stay informed*

As information changes or becomes available, we will update students, faculty and staff via their campus email or the below resources. We encourage Sycamores to be flexible and open-minded as we navigate our safe return to campus and instruction.

- **Keep up-to-date** on the latest COVID-19 campus news at [indstate.edu/covid](https://indstate.edu/covid).
- **For questions regarding class delivery**, contact professors for the specifics of each of your courses.
- **For questions regarding housing**, contact the Office of Residential Life at **812-237-3993**.
- **For questions regarding common spaces, contact tracing or campus life**, contact the Office of the Dean of Students at **812-237-3829**.
- **For updates and answers to frequently asked questions**, check [indstate.edu/covid](https://indstate.edu/covid).
- **Other health-related websites**, including Vigo County Health Department, [vigocounty.in.gov/department/index.php?structureid=27](https://vigocounty.in.gov/department/index.php?structureid=27), and the Centers for Disease Control and Prevention, [cdc.gov](https://cdc.gov).

*CARES Act Report*  
[indstate.edu/covid/cares](https://indstate.edu/covid/cares)