

Sycamore Symptom Assessment / Daily Health Assessment Survey & ISU Contact Tracing Frequently Asked Questions

The answers to these questions are based on guidelines provided by the Indiana State Department of Health's [Preparation for a Positive Student/Staff: Colleges and Universities](#) and the Centers for Disease Control and Prevention (CDC).

SYCAMORE SYMPTOM ASSESSMENT / DAILY HEALTH ASSESSMENT

1. **How will I take this Daily Health Assessment?**
 - a. Every morning at 3:00am Eastern Time, including weekends, every ISU employee and student will be emailed to take the Sycamore Symptom Assessment / Daily Health Assessment. In this email, there will be a link to the survey.
2. **When do I have to take this daily health assessment?**
 - a. Whenever you will be on campus, but more importantly, whenever you have any of the COVID-19 symptoms. You should take it prior to coming to campus or leaving your on-campus residence hall room.
3. **How do I know if I'm cleared to be on campus?**
 - a.  **Cleared:** eligible to attend in-person class, work, or activities on campus today. If cleared, a green checkmark appears on the screen, along with full name, approved status, date, and time the survey was taken.
4. **How do I know if I am not cleared to be on campus?**
 - a.  **NOT Cleared:** NOT eligible to attend in-person class, work, or activities on campus today. If not cleared, a red "X" appears on the screen, along with full name, approved status, date, and time the survey was taken. An ISU contact tracer will contact people who are not cleared.
5. **What happens if I choose not to take the Sycamore Symptom Assessment?**
 - a. You will not be cleared to attend in-person class, work, or activities on campus for that day.
 - b. If you have symptoms and fail to report those, your close contacts could be at risk.
6. **What happens to my answers to the Sycamore Symptom Assessment? Who will see my answers?**
 - a. Only the ISU Contact Tracing team can see your answers.
7. **Will ISU share my information about contacts I may have had with others?**
 - a. Your name will not be revealed to those you may have exposed, even if they ask. Discussions with contact tracers are confidential. This means that your personal and medical information will be kept private.
8. **Will supervisors have access to information about my close contacts and how I may have been exposed to COVID-19?**
 - a. No. Your supervisor will be notified if you are going to be in isolation or quarantine by Human Resources, if you are faculty/staff, or by Student Employment, if you are a student employee.

9. Will I get in trouble with ISU if I test positive or I'm exposed?

- a. No. You will receive a NOT Cleared, therefore not eligible to attend in-person class, work, or activities on campus.
- b. If you test positive or exposed it is very important to the health of your close contacts that you take the Sycamore Symptom Assessment.

10. If someone fills out the survey and indicates the person is positive, what happens next?

- a. That person is NOT Cleared to attend in-person class, work, or activities on campus.
- b. The person will be required to complete a contact tracing form to prevent the spread of the virus and a member of the ISU Contact Tracing team will contact that person.
- c. The contact tracing team will receive your personal information.
 - i. Students: name will be shared with the Office of the Dean of Students, in order to ensure you have access to necessary resources. They will notify the student's professors that they will not be in class during the isolation/quarantine but may attend remotely.
 - ii. On-Campus Residents: name will be shared with Residential Life, in order to facilitate your move to isolation or quarantine.
 - iii. Student Employees: name will be shared with Student Employment, in order to ensure you have access to necessary resources. Additional information can be found at <https://www.indstate.edu/back-on-track/university-engagement/student-employment>.
 - iv. Faculty/Staff: name will be shared with Human Resources, in order to ensure you have access to necessary resources.

11. Do I have to notify my faculty members and classmates if I get the red X / NOT Cleared?

- a. No, the contact tracing team will contact you to identify your close contacts. The Office of the Dean of Students will notify your professors, if you are Not Cleared because you must be in isolation/quarantine.

12. Who is notified when I test positive?

- a. Your name and contact information is shared with Contact Tracers, Vigo County Health Department, and Indiana State Department of Health.
- b. If you are a student, your instructors will be notified that you are in isolation or quarantine, but they must keep this information private.
- c. If you are an employee, your supervisor will be notified that you are in isolation or quarantine, but they must keep this information private.

13. What if someone with whom I work or attend class tells me that they are positive for COVID-19? Do I report that to someone? Do I have to isolate/quarantine?

- a. Please notify the ISU Contact Tracing team at ISU-ContactTracer@indstate.edu.

14. What is Isolation?

- a. A person who has tested positive.
 - i. With symptoms must isolate at home for 10 days from symptom onset, be fever-free for 24 hours without the use of fever-reducing medication, AND have improvement in symptoms.
 - ii. Without symptoms must isolate at home for 10 days after the date the positive specimen was collected.

15. What is Quarantine?

- a. Close contacts who have been exposed should quarantine at home for 14 days after last date of exposure to the positive student/staff member.

16. How will I know if someone with whom I work/attend class has been exposed or is positive?

- a. When a contact tracer contacts you, but they will not share the person's name who has been exposed or is positive.

17. How soon will I hear from a contact tracer after I fill out the survey and I receive the red X / NOT Cleared?

- a. The same day you filled out the survey.

18. If I have questions, who should I contact?

- a. Students should contact the Office of the Dean of Students at 812-237-3829.
- b. Employees should contact the Office of Human Resources at 812-237-4114.

STUDENTS

19. Will I be excused from class if I have to isolate or quarantine?

- a. According to ISU Faculty Senate "Teaching Guidelines for Fall Semester 2020," students that are required or recommended to quarantine due to COVID-19 will work with the Office of the Dean of Students in order to provide absence notification. Faculty will establish alternative means by which the student can meet the expectations of the course and will work with students to facilitate completion of the course.

20. I have a test today, and I cannot miss it! Can I just go in and take the test if I promise to wear my mask?

- a. No. Do not attend class because close contacts may catch the virus from you.

21. I am a student employee, and I was asked to isolate/quarantine. Can I still work? Will I get paid if I can't be at work?

- a. You cannot go to work, on-campus classes or activities. You must remain in isolation/quarantine as directed by a Contact Tracer.
- b. Yes, student employees will be notified by Student Employment that they will be paid by their employer for their scheduled shifts while in isolation/quarantine. This is limited to 14 days in isolation/quarantine.
- c. Additional information can be found at <https://www.indstate.edu/back-on-track/university-engagement/student-employment>.

22. What if I live on campus (ISU residence hall, 500 Wabash, or UAs) and have to isolate or quarantine?

- a. Residential Life will quickly be in touch with any on campus resident that needs to isolate or quarantine. Residents should NOT return to their room or go anywhere else on campus. Residential Life will transport the resident to their isolation/quarantine location. The location will have hotel style service (bed linens, towels, Wi-Fi, etc.). Meals will be delivered to the room. Residential Life staff will coordinate with you what items from your room need to be delivered to the isolated/quarantined room.

23. How will I eat if I am in isolation or quarantine on campus?

- a. Meals will be delivered to the resident in on-campus isolation/quarantine. A menu will be provided each day for you to choose your meals from Sycamore Dining.

24. If I live on campus, may I return home to isolate or quarantine?

- a. Yes, residents may choose to return to their home to isolate/quarantine, but they CANNOT return to their on-campus residence until the isolation/quarantine period has ended. Residential Life staff will arrange to get any of your belongings out of your on-campus room to you.

25. Do I have to notify my on-campus supervisor if I can't come to work – employees, student employees, faculty?

- a. ISU Contact Tracing will also notify your supervisor to ensure you receive benefits. Additional information can be found at <https://www.indstate.edu/back-on-track/university-engagement/student-employment>.
- b. ISU Contact Tracing will notify any close contacts you provide, such as student employees if they you were a close contact, but your name will not be revealed.
- c. Office of the Dean of Students will notify your professors.

EMPLOYEES / FACULTY / STAFF

26. If I have to miss work, will I lose my job? Still get paid?

- a. You will not lose your job while in isolation/quarantine as directed by the Contact Tracer.
- b. You will be paid by Emergency Paid Sick Leave through the CARES Act or work from home if possible. Faculty/staff who are ordered to isolate/quarantine will be notified by Human Resources with additional information.

27. Will my supervisor be notified?

- a. Yes, so they know that you are to be excused from work and to notify contact tracers who else may have contact with you. Your information is to remain private.

CONTACT TRACING

28. What is Contact Tracing?

- a. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease and their contacts (people who have been exposed) and working with them to interrupt disease transmission.

29. What is a Close Contact?

- a. According to the Centers for Disease Control and Prevention (CDC), a close contact is a person that spends greater than 15 minutes within 6 feet of a positive COVID-19 person from the 48 hours prior to the positive person's symptom onset until the date that person is isolated or, if asymptomatic, 48 hours prior to the positive test collection date until that person is isolated. While mask use decreases the risk of infection, at this time, it does not change recommendations for quarantine. Close contacts need to quarantine at home for 14 days after the date of their last exposure.

30. Who will receive my personal information?

- a. The contact tracing team will receive your personal information. If you are a student, your name will be shared with the Office of the Dean of Students, in order to ensure you have access to necessary resources. If you live on campus, your name will be shared with Residential Life, in order to facilitate your move to quarantine. If you are an employee, your name will be shared with Human Resources, in order to ensure you have access to necessary resources.

31. Am I considered a close contact if I was wearing a mask?

- a. If you spent longer than 15 minutes within 6 feet of a person that tested positive for COVID-19, you will be considered a close contact and, therefore, will need to quarantine at home for 14 days after the date of your exposure.

32. What could happen if I violate the contact tracer's directive in regard to isolation or quarantine?

- a. Violations of the contact tracer's directives are a violation of university policies, Student Code of Conduct, and therefore, can be adjudicated through the Student Code of Conduct or Human Resources.

33. Who are the Contact Tracers?

- a. ISUs lead Contact Tracer is Lauren Baines, Director of Student Health Promotion. Her team consists of Amy Demchak, Employee Wellness Coordinator of Human Resources, and Dr. Connor Burton, Athletic Trainer. Additional contact tracers will be added.

34. When would a Contact Tracer contact me?

- a. Within 24 hours of submitting the contact tracer survey.

35. Why am I being contacted by numerous contact tracers?

- a. You are being contacted to contain the spread of the COVID-19 virus. Contact Tracers may ask your close contacts to isolate or quarantine to stop the spread of the virus. ISU, Vigo County Health Department, State of Indiana, other county health departments and other states may contact you.

36. How is the Contact Tracing done?

- a. If you are diagnosed with COVID-19, a case investigator may call you to check in on your health, discuss who you've been in contact with, and ask where you spent time while you may have been infectious and able to spread COVID-19 to others. You'll then receive a call from a contact tracer from an ISU phone number (812-237-XXXX). When you are contacted, please answer the call, so we can protect the health of others that may have been exposed. You will also be asked to stay at home and self-isolate, if you are not doing so already.
 - i. Your name will not be revealed to those you may have exposed, even if they ask.
 - ii. Self-isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.
 - iii. Self-isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others with whom you may come in contact healthy.

- iv. If you need support or assistance while self-isolating, your local health department or community organizations may be able to provide assistance. If you are a student, the Office of the Dean of Students will help you determine the available resources.
- v. Symptoms of COVID-19 can 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, and diarrhea. If your symptoms worsen or become severe, you should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

37. How do I get a hold of the ISU Contact Tracers?

- a. Email ISU Contact Tracers at ISU-ContactTracer@indstate.edu.

This University guidance is subject to change as more guidance becomes available from public health and government officials. Please check back periodically for updates.