COVID-19

Frequently Asked Questions for Employees

Campus operations require 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?

Yes. All employees, regardless of vaccination status, must wear masks indoors. This includes classrooms, lab spaces, conference rooms, shared offices, public indoor spaces, workshops and hallways. Masks must be worn at desks behind plexiglass shields when another person enters the space. Masks do not need to be worn in private offices when working alone, but must be worn anytime another person is in the office.

What does it mean to be fully vaccinated?

You are considered fully vaccinated two weeks after the second dose of a two-dose vaccine, or two weeks after a single-dose vaccine.
A co-worker refuses to wear a face 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.

Why are employees being asked to voluntarily submit proof of COVID vaccination?

The university is asking employees to voluntarily submit proof of COVID vaccinations. This information will be considered private and will only be used for contact tracing purposes or as part of overall, non-identifiable reporting about campus vaccination rates. Your information will be kept confidential consistent with federal and state privacy laws Voluntary disclosure will have no implications on an employee’s job status.

How do I upload my vaccination record?

Sign into MYISU, click the badge “ISU COVID-19 Vaccination Record” and securely upload your vaccination record. Each submission will be reviewed by ISU Contact Tracing/HR. When a vaccination record submission is complete, a request will be submitted to remove that employee from the daily email reminders to complete the assessment.

Do fully vaccinated individuals have to complete the daily Sycamore Symptom Assessment?

Employees who are fully vaccinated and upload their vaccine record will not be required to complete the daily Sycamore Symptom Assessment screening process.

If a fully vaccinated employee is close contact of a person diagnosed with COVID, and has been notified by ISU Contact Tracing or State or Local Health Departments, the daily Sycamore Symptom Assessment will be required for two weeks. The assessment can be accessed through the ISU webpage at https://www.indstate.edu/covid-19/news.

What constitutes official proof of vaccination?

Official documentation is your vaccination card from the administrator of your vaccines or a vaccination certificate from the state immunization registry. Indiana residents can download their vaccination certificate at www.coronavirus.in.gov/vaccine and click through to the Indiana Vaccination Portal.

What should I do if I lost my vaccination card?

Proof of vaccination can be obtained from the provider that administered the vaccine or the state immunization registry. Indiana residents can download their vaccination certificate at www.coronavirus.in.gov/vaccine and click through to the Indiana Vaccination Portal.
How and when can I get vaccinated for COVID-19?

The State of Indiana Department of Health determines eligibility for vaccinations. Currently, the Pfizer vaccine is available for anyone age 12 and over, and Moderna and Johnson and Johnson vaccine are available for anyone 18 and older. Visit 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 for a medical appointment or illness) or you may use other available personal time.

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 first 90 days after COVID-19, you can delay vaccination until 90 days post infection. You should not get vaccinated while ill or during an isolation or quarantine period to avoid exposing others. As it is possible to be reinfected with COVID-19, it is important for people who have already had COVID-19 to be immunized.

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

Effective July 12, 2021, the Sycamore Symptom Assessment will be required to be completed at the beginning of the employee’s regular work schedule. As a result, work schedules will no longer need to be adjusted to accommodate for time completing the assessment prior to arriving on campus. Employees should be familiar with the assessment and understand that they should not come to campus if they have been diagnosed with COVID-19, are a close contact of a positive case or exhibit symptoms related to COVID-19. In those cases, employees should contact their supervisor and Human Resources. The University appreciates your willingness to regularly monitor your health and take steps to protect other members of the ISU campus community.

What if I am sick, but feel good enough to come to work?

You should complete your Sycamore Symptom Assessment and stay home and use accrued sick leave. 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.

Where can I be tested for COVID-19?

Check the Indiana Department of Health website for Community Testing Sites for PCR and Rapid Antigen tests at https://www.coronavirus.in.gov/2524.htm. Some local pharmacies have PCR and Rapid tests available by appointment. Check pharmacy websites for more details.
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, use accrued sick leave and 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.

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

Yes, if you are not fully vaccinated 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. You will use accrued sick leave for the duration of your quarantine. Complete the Sycamore Symptom 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.

What if I’m a close contact and I’m fully vaccinated?

You may not need to quarantine as a close contact if you have a complete dose of the COVID-19 vaccine and do not have symptoms of COVID. CDC and local health department recommends you take a PCR test on day 5 after exposure, even if you are symptom free. Fully vaccinated employees who are close contacts without symptoms can continue to come to campus while waiting on their test results but should wear a mask at all times for 14 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.

If my child/dependent is quarantined or their child care is closed due to COVID, do I need to use sick leave?

Due to safety concerns, children should not be brought to campus. Yes, you will need to use your sick leave or vacation time or make alternative arrangements for childcare.

If I test positive for COVID-19, or my dependent tests positive for COVID-19, can I apply for FMLA leave?

A positive COVID-19 test does not immediately qualify an individual for FMLA. Employees must meet the qualifications for FMLA. Please contact the Office of Human Resources at 812-237-4114 if you have a serious health condition to find out if you meet the eligibility requirements.
Can I work remotely while I am quarantined or isolated due to COVID-19? What if my supervisor asks me to work remotely?

The University’s goal is to return to a full campus experience, which requires staff to be on campus and engaging in-person with students and colleagues. Supervisors cannot arrange for temporary remote work or other accommodations for employees without working through Human Resources. In most cases, remote work will not be approved.