Ball State University’s COVID-19 Response Plan (Employees)

Last Updated January 6, 2022
Note: this version contains updates related to revised isolation and quarantine guidance. It also removes the mandatory surveillance testing requirement for unvaccinated employees.

I. Introduction

Ball State University will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, students, and campus visitors, while furthering the University’s mission and values. BSU’s policies and plans are aligned with guidance from government agencies, public health officials, and the Centers for Disease Control and Prevention (CDC).

This pandemic is a dynamic situation, and the University will continue to review and appropriately update policies and plans as more information becomes available.

II. Cardinals Care

This plan outlines policies, protocols, and guidelines to inform members of the University community of actions necessary to promote healthy behaviors. These actions reflect our Enduring Value of Social Responsibility; that is, to care for each other as members of the community. Not adopting these behaviors may unintentionally place others at risk, and may result in corrective action.

III. Information Regarding COVID-19 Vaccinations

A. Vaccination Sites

Employees are strongly encouraged to get a COVID-19 vaccination and booster when eligible, as these actions will help eliminate or minimize the precautionary measures that have been in place throughout the pandemic (such as mask wearing and physical distancing) and assist in facilitating our return to a normal, traditional on campus educational experience. There are many vaccine sites throughout Indiana, including one on our campus that is under the authority of the Delaware County Health Department (DCHD) and utilizes University personnel. To schedule an appointment at any vaccine clinic in Indiana, visit ourshot.in.gov or call 211. More information is available on this webpage.

B. Protocols for Fully Vaccinated Employees

All employees—even those who are fully vaccinated—are expected to wear masks while inside any University building. However, fully vaccinated employees are not expected to wear masks outdoors, unless required by the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance.”

In addition, the following standards apply to fully vaccinated employees:

• Not required to engage in physical distancing
• Required to abide by the standards outlined in the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance”

C. Protocols for Unvaccinated Employees

The following standards apply to unvaccinated employees:
• Remain subject to current mask protocols, as found in the University Face Mask Policy
• Must continue to engage in physical distancing, where possible
• Required to abide by the standards outlined in the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance”; must use PTO during the quarantine period and will not be approved to work remotely

D. Enforcement
The University continues to trust its campus community members to behave responsibly, including acting in a manner consistent with our policies and protocols if they have not been fully vaccinated. With that in mind, the University does not intend to actively and routinely inquire into people’s vaccination status, unless federal law requires it to do so. However, if an employee is found to have submitted false or fraudulent information about having been vaccinated, or otherwise misrepresents their vaccination status in order to take advantage of the loosened restrictions for fully vaccinated persons, that employee may be subject to discipline.

IV. University Face Mask Policy
A. Standards for Fully Vaccinated People
Based on current CDC guidance recommending the wearing of face masks for all people—regardless of vaccination status—in public indoor settings in communities where the rate of coronavirus transmission is high or substantial, all employees, students, and campus visitors are required to wear a mask while inside any University building. Fully vaccinated people are not required to wear masks outdoors, unless required by the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance.”

B. Requirements and Exceptions for Unvaccinated People
Individuals who are not fully vaccinated for COVID-19 are required to wear face masks while inside campus buildings and outside when physical distancing cannot be maintained. They are also expected to wear a mask when required by the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance.”

C. Exceptions to Mask Requirements
Exceptions to the University's mask requirements are as follows:

1. When alone in a private office, work space, or other similar work area;
2. When actively engaged in eating or drinking;
3. When an individual has a health condition related to the wearing of a mask and an accommodation has been granted;
4. When a student is alone in their own room in their residence hall;
5. If an exemption in an active executive order issued by the governor of Indiana applies; and
6. When an exception has been granted by the Dean or Provost, or the area Vice President. Situations where exceptions may be granted include, but are not necessarily limited to, when working behind a plexiglass barrier and ample physical distancing from others can be consistently maintained, academic settings where mask-wearing is not practicable (e.g., applied music lessons), and when a job-related reason necessitates the removal of the individual's face mask while performing a particular task.
V. Employee Health Screening Process

A. Self-Certification Form Required to Return to On-Site Work

An employee who receives authorization to return to work on campus will be required to complete the COVID-19 Return to Work Employee Health Assessment Self-Certification Form prior to returning. This form is stored separately from an employee’s regular personnel file in order to limit access to this confidential information. Access the COVID-19 Return to Work Employee Health Certification Form.

An employee will again be required to complete the form prior to returning to campus if there is a change in circumstance, such as:

2. Having been advised by a health care provider or government official to stay home and self-quarantine.
3. Having close contact in the last five days with an individual who has tested positive for COVID-19 or who showed symptoms of COVID-19 (this does not apply if the employee is exempt from quarantine as described in the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance”).
4. Experiencing symptoms of COVID-19 (without a separate diagnosed cause, e.g., asthma, allergies, etc.).
5. Having been notified of exposure to COVID-19 within the last five days (this does not apply if the employee is exempt from quarantine as described in the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance”).
6. Traveling outside of the United States (see the COVID-19 Travel Standards for more details).

B. Daily Symptom Self-Check

Employees working on campus must continue to monitor symptoms every day before reporting to work. If an employee experiences symptoms of COVID-19 (without a separate diagnosed cause, e.g., asthma, allergies, etc.), the employee should not come to campus. The employee must stay home and contact their supervisor.

C. Updated COVID-19 Isolation and Quarantine Guidance

i. Isolation: Consistent with updated CDC guidance, a person infected with COVID-19 must isolate for five full days.

If an infected person does not have symptoms, they may return to normal activities after five full days of isolation. For asymptomatic people, Day 1 is the first full day after the specimen was collected that resulted in a positive test.

If the infected person has symptoms, they can end isolation after five full days if they are fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved (note: loss of taste and smell may persist for weeks or months after recover and need not delay the end of isolation). If the person continues to have a fever or other symptoms have not improved after the five days, the person should wait to end their isolation until they are fever-free for 24 hours without the use of fever-reducing medication and other symptoms have improved. For symptomatic people, Day 1 is the first full day after symptoms developed.

After the isolation period ends (for both symptomatic and asymptomatic people), the person must wear a face mask when they are around others for at least five additional days. If unable to wear a mask around others, the person should isolate for a full 10 days.

These isolation guidelines apply to all people, including those who are unvaccinated, partially vaccinated, fully vaccinated, or fully vaccinated and boosted.
ii. **Quarantine and Exemptions**: Consistent with updated CDC guidance, unless exempt from quarantine as described below, an individual must quarantine for five full days if they are a close contact with a person infected with COVID-19 (i.e., less than six feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period). Day 1 is the first full day after exposure.

If a close contact does not develop symptoms, they may end quarantine after five full days but should continue to monitor for symptoms and wear a face mask around others for at least five additional days. Also, if possible and available, an asymptomatic close contact should consider getting a COVID-19 test at least five days after the exposure.

*Certain people are exempt from these quarantine requirements, as follows:*

- Ages 18 or older who have received all recommended vaccine doses, including boosters and additional primary shots for some immunocompromised people.
- Ages 5-17 years who have completed the primary series of COVID-19 vaccines.
- People who tested positive for COVID-19 within the last 90 days.

If a close contact develops symptoms at any point after being exposed to an infected person, they should get tested and immediately begin isolation until they receive test results. If the test is positive, the isolation guidance should be followed.

iii. **Additional Information**: In addition to the isolation and quarantine guidance outlined above, employees can find more information on related matters in BSU’s Screening, Testing, and Contact Tracing Protocols.

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VI. **Requests for Disability Accommodations**

If an employee has or may have a need for disability accommodations related to COVID-19, the employee should contact University Human Resource Services.

VII. **General Resources**

Please consult the University’s COVID-19 Website for more information on the University’s response to this pandemic. In addition, other general resources include:

1. [CDC’s COVID-19 Webpage](#)
2. [Latest guidelines and updates from the CDC](#)
3. [World Health Organization information on COVID-19](#)
4. [Indiana State Department of Health](#)
5. [Delaware County Coronavirus Hub](#)