Ball State University’s Return to Campus Plan

Effective June 1, 2020
Last Updated on July 27, 2020
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 presents a constantly-evolving and 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. Staffing

A. Receiving Authorization to Return to On-Site Work

During July 2020, an increase in the employee population on campus occurred as the University resumed more of its regular on-site campus activities and operations, including preparing for students to return in August. Supervisors will continue to communicate with employees directly as to when each employee is authorized to return to campus.

B. Alternative Work Options

Even though a substantial amount of employees are now working on campus, a variety of mechanisms are available to facilitate physical distancing and reduce the density of employees within buildings and workspaces.

1. Remote Work (telework policy): The University has established a target of reducing the number of administrative employees regularly working on campus at any one time by at least one-third. As such, departments are encouraged to continue utilizing remote work for appropriate employees, as determined by supervisors and approved by the Vice President for that division. In addition, supervisors should give particular consideration to those in higher-risk categories (discussed more below) in assessing remote work arrangements.

2. Virtual Meetings and Communications: Even when collaborating with others present on campus, employees should, to the extent feasible, utilize the extensive range of available electronic communication tools (e.g., phone, email, WebEx, Microsoft Teams, Zoom, etc.) to reduce in-person meetings.

3. Alternating Days or Weeks: Departments should consider scheduling on-site staffing patterns, such as alternating days or weeks, to help enable physical distancing, especially in areas with large common workspaces.

4. Staggered Scheduling within the Workday: Departments should consider staggering work schedules within the workday to assist with physical distancing measures that aid in reducing congestion at the beginning and end of the workday and during break periods.
IV. Building Access
As of July 1, 2020, most campus buildings are open. Employees should be aware of and abide by the signage and floor markings that have been utilized in buildings in order to promote physical distancing. Questions about specific buildings should be directed to those departments for information about access, hours, and operations.

V. Employee Health Screening Process

A. General Principles
It is critical for employees to understand and be aware of COVID-19 symptoms. More information about COVID-19 symptoms is available on the CDC’s Website.

If an employee is experiencing symptoms of COVID-19 (without a separate diagnosed cause, e.g., asthma, allergies, etc.), that employee should not come to campus. Similarly, if an employee has been notified of exposure to someone who has been diagnosed with COVID-19 within the last 14 days, that employee must stay home. In addition, if an employee develops symptoms while on campus, the employee should separate from others and leave campus in a manner that reduces any contact with others. It is imperative for employees to communicate with their supervisors in situations like these.

B. Self-Certification Form Required to Return to On-Site Work
An employee who has been authorized to return to work on campus will be required to complete a self-certification form prior to returning. Essential employees who have continued working on campus will also be required to promptly complete the form. This form asks certain screening questions about the employee’s health, including, among other items, whether the employee has had a recent fever or other COVID-19 symptoms or has been notified of exposure to COVID-19 within the last 14 days. All employees will commit on this form to performing daily symptom self-checks and to reporting any changes in the information provided. This form is stored separately from an employee’s regular personnel file in order to limit access to this confidential information. Access the self-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 14 days with an individual who has tested positive for COVID-19 or who showed symptoms of COVID-19.
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 14 days.
6. Traveling outside of the United States (see Travel Standards below for more details).

C. Daily Symptom Self-Check
Employees working on campus must 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.

D. Higher-Risk Populations
According to the CDC, individuals with certain conditions may have an increased risk for COVID-19 infection. Those conditions may include:

1. Older adults (aged 65 years and older);
2. People with HIV;
3. Asthma (moderate-to-severe);
4. Chronic lung disease;
5. Diabetes;
6. Serious heart conditions;
7. Chronic kidney disease being treated with dialysis;
8. Severe obesity; and

Employees who have been authorized to return to work on-site and have concerns about doing so due to a condition that places them in a higher-risk group, those who are pregnant, or those who wish to seek disability accommodations related to returning to on-site work should contact University Human Resource Services.

VI. COVID-19 Screening, Testing, and Contact Tracing Protocols

A. Overview

Returning to campus activities requires the implementation of various procedures to create a safe place to work and learn. Screening for symptoms is considered of great importance and likely owns an even larger role than testing. Polymerise chain reaction (PCR) testing identifies current infection with the SARS-CoV-2 (COVID-19), and antibody testing identifies potential immunity. Ball State University is engaged in both regular screening and testing to mitigate the transmission of COVID-19 in our community.

As a result of a Service Agreement with Indiana University Health, the University's Student Health Center is equipped to provide health services, including screening and testing for COVID-19 to currently enrolled students. Employees should seek medical care from their primary care providers. The Employee Quick Clinic at the Health Center is equipped to provide services in cases where an employee does not have access to a primary care physician.

B. Screening for COVID-19

The University has implemented the following screening protocols:

1. Employees who have been authorized to return to work on campus are required to complete a self-certification form prior to returning. The form asks certain screening questions about the employee's health, including, among other items, whether the employee has had a recent fever or other COVID-19 symptoms or has been notified of exposure to COVID-19 with the last 14 days. An employee will again be required to complete the form prior to returning to campus if, for example, the employee tests positive for COVID-19 or has close contact in the last 14 days with an individual who has tested positive for COVID-19.

2. Employees and students must monitor symptoms every day before reporting to campus for work or school.

3. If COVID-19 symptoms—such as a fever greater than 100.4 or chills, cough, shortness of breath or difficulty breathing, fatigue, diarrhea, nausea, vomiting, muscle aches, headache, new loss of taste/smell, sore throat, congestion or runny nose—are present (without a separate diagnosed cause, e.g. asthma, allergies, etc.), employees should not come to work and students should not come to campus (including going to class and attending co-curricular activities).

4. Employees and students who display any symptoms related to COVID-19 (without a separate diagnosed cause, e.g. asthma, allergies, etc.) should seek medical care. Free resources to assist employees and students in determining if medical care should be sought include the CDC’s Coronavirus Self-Checker and IU Health’s Virtual Coronavirus Screening App. IU Health also offers free COVID-19 screening through its Virtual Visits App.

5. Temperature checks may be considered as an additional screening tool for specific programs. The use of temperature checks is limited because initial research indicates that individuals can be infectious prior to developing a fever.

6. Additional screening measures may also be implemented in certain contexts, including, for example, residential students and student-athletes returning to practice.

7. Visitors are also expected to monitor symptoms before coming to campus and are asked to delay their visit if experiencing any. Please review the Campus Visitors Plan for more details.
C. Testing for COVID-19 (PCR)

Through the Service Agreement with IU Health and consistent with the current testing protocols in the State of Indiana, COVID-19 PCR testing is available for individuals who think they have been exposed to COVID-19 and develop symptoms.

1. Students who experience COVID-19 symptoms (without a separate diagnosed cause, e.g. asthma, allergies, etc.) should seek immediate medical care. Students may call the Student Health Center at 765-285-8431 to schedule an appointment. Students experiencing any COVID-19 symptoms should immediately inform staff to ensure that proper referrals can be made.

2. Employees who experience COVID-19 symptoms (without a separate diagnosed cause, e.g. asthma, allergies, etc.) should seek immediate medical care. Employees should contact their primary care provider to schedule an appointment. The Employee Quick Clinic is an option for employees who have an urgent need and a primary care provider is not available.

3. COVID-19 testing sites are located throughout the State of Indiana, including testing sites within Delaware County.

4. COVID-19 testing will be subject to the same billing process as other lab testing offered through the Student Health Center.

5. Students and employees are required to follow the advice and instructions of their health care provider.

If several employees or students in a particular group or location become ill, it becomes more likely to have a higher prevalence at the site, and it may be appropriate to test all individuals within the area even if they do not have symptoms. This decision will be made in consultation with state and local public health experts.

D. Student Re-Entry Protocols

The University has implemented the following protocols for students coming to campus:

1. **Students Residing On Campus:** Students residing on campus are required to:
   a. Present a self-certification attesting to a 14 day self-quarantine (with daily symptom checking) prior to returning to campus; or
   b. Present a negative COVID-19 test result obtained within seven (7) days before arriving on campus.

2. **Students Residing Off Campus:** All students residing off campus are strongly encouraged to:
   a. Self-quarantine (with daily symptom checking) 14 days prior to returning to campus; or
   b. Obtain a negative COVID-19 test result within seven (7) days before arriving on campus; or
   c. Self-quarantine pending result of a COVID-19 test obtained upon arrival to campus.

3. **International Students:** International students must contact the Rinker Center for International Programs for country-specific information on requirements for arrival, testing, and self-quarantine.

The University will timely notify students of available testing options within the State of Indiana, as well as current information on any limitations of testing availability.

E. Contact Tracing

Contact tracing is a critical component of the response to a positive test of COVID-19. Individuals who test positive will be contacted by the Indiana State Department of Health (ISDH) to initiate the contact tracing protocols. The Indiana State Department of Health has a robust Contact Tracing program in place to address the COVID-19 pandemic. A daily report is sent to county health department with the names of individuals who have tested positive for the virus. The reports also indicate where the individual lives and if they are a student.

Contact Tracers then reach out to the individual via text, which will come from this number at the Indiana State Department of Health: 877-548-3444. If the individual does not respond within the day, they will receive a follow-up call (the caller ID will show 833-670-0067 from “IN Health COVID”). Individuals are strongly encouraged to answer the text or call from Contract Tracers. During the initial contact, individuals are queried
regarding close contacts (defined as being within 6’ of an infected person for 15 minutes or longer in the two
days before they developed symptoms). Close contacts would include roommates, family members, overnight
visitors, faculty and students in a classroom or participants at a campus activity. The individuals identified as
close contacts are then contacted by the Contact Tracers and informed they have been exposed. The name of
the individual who may have been the source of exposure is not identified at any time in this process.

At this time, the University is coordinating with the Delaware County Health Department and the Indiana State
Department of Health to finalize plans to provide logistical support for timely contact tracing for campus-based
students. These plans will be memorialized as soon as finalized.

F. Return to Work and Campus Activities after Diagnosis/Illness

Employees, students, and visitors who are instructed to quarantine (exposure to someone who may be
positive) or isolate (positive test) by a health care provider, must provide clearance from a health care provider
to return to work, classes, and campus. Health care providers, in the Student Health Center, will follow the
most updated CDC guidance in determining a patient’s ability to return.

VII. Influenza Vaccination

Public health experts have advised of a potential increase in COVID-19 cases later this year at the same time
the seasonal flu returns, with a correlating risk that healthcare providers will not be able to treat all of the ill
patients. To help minimize this risk, employees are strongly encouraged to get a flu vaccination this Fall. To
encourage this responsible behavior, the University will expand access to and the availability of annual flu
vaccinations for all students and employees. More information will be provided on this topic later this year.

VIII. Safety Practices

One of our Enduring Values is Social Responsibility; that is, acting for the benefit of society at large. Consistent
with this value, employees are asked to be considerate of others on campus and to consistently participate
in the safety practices described below, as they are intended to help make our campus safe. In addition to
what is outlined below, general health and safety guidelines are available on the University’s Health and Safety
Resources Webpage.

A. University Face Mask Policy
   i. Requirements

All persons on campus—including faculty, staff, students, vendors, contractors, suppliers, and
visitors—are required to wear face masks while inside campus buildings, including in classrooms
and laboratories. Face masks are also specifically required in the following situations:

1. When necessary to comply with any applicable governmental face mask orders;
2. When outdoors and in the presence of others if physical distancing is difficult to maintain;
3. When using campus transportation (such as a shuttle bus);
4. When multiple individuals are in a University vehicle; and
5. When it is determined by an employee’s supervisor that wearing a mask is necessary for
   specific job duties. Environmental Health and Safety will determine if particular types of
   face masks are required for particular job settings, and this will be communicated through
   supervisors.

Face masks should be worn so that they cover the individual’s nose and mouth, and the type of
mask should be consistent with CDC guidance. This means the face mask should help prevent
respiratory droplets from traveling into the air and onto other people when the person wearing the
face mask coughs, sneezes, talks, or raises their voice. As examples, face masks that are crocheted
or beaded would not be considered sufficient for purposes of this policy.
ii. Exceptions

There are certain situations where a face mask is not required to be worn while on campus, as follows:

1. When alone in a private office or work space;
2. When working behind a plexiglass barrier and physical distancing from others can be maintained. This would include, for example, a faculty member teaching behind a plexiglass barrier in a classroom or laboratory setting;
3. When a student is in their own room in their residence hall;
4. When actively engaged in eating/drinking in an indoor or outdoor space;
5. When an individual has a health condition related to the wearing of a mask and an accommodation has been granted (see the “Accommodations” section below); 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, academic settings where mask-wearing is not practicable (e.g., applied music lessons) and while participating in particular activities through Recreation Services.

iii. Accommodations

If an individual has a health condition related to the wearing of a face mask, University Human Resource Services should be contacted, or, in the case of a student, the Office of Disability Services. When such an issue is raised, an individualized assessment will occur to determine if an exception to this face mask policy will be granted as an accommodation.

iv. Non-Compliance

If an employee declines to wear a face mask as required, the supervisor is responsible for addressing it with the employee. Employees should refrain from addressing non-compliance or perceived non-compliance directly with other employees, and should instead report issues to their supervisors.

If a student declines to wear a face mask as required, the student should be referred to the Office of the Dean of Students. If the situation occurs in a classroom or other academic setting, it is considered a classroom management issue, and the faculty member should remind the student of the requirement and give the student a chance to comply with it prior to referring the matter to the Office of the Dean of Students.

Members of the public who are not abiding by face mask requirements will first be offered a disposable face mask, if possible. If they refuse to comply with face mask requirements, they will be asked to leave and given options of how they can be served virtually.

The University Police Department (UPD) is not responsible for enforcing face mask requirements and should not be contacted regarding such issues.

v. Other Guidance on Face Masks

Individuals may supply their own face mask for general use. In addition, the University will provide up to two washable and reusable face masks to every faculty, staff, and on-campus student who requests them. To obtain a face mask from BSU, employees should contact their direct supervisors.

The Division of Student Affairs will provide additional information to students about where to obtain face masks prior to the start of the Fall 2020 semester.

Proper use and care of face masks are the responsibility of the individual. For additional guidance on the use and care of face masks, visit the CDC Website and World Health Organization (WHO) Website.
vi. Information Regarding Face Shields

Consistent with CDC guidance, the University does not consider face shields to be an adequate substitute for face masks due to the possibility that droplets could travel under or to the side of the shield if the wearer coughs or sneezes. As such, a face shield may only be utilized when used in conjunction with a face mask or as an approved exception to the face mask policy (such as, for example, a faculty member wearing a face shield in lieu of a face mask when a student in the class relies on lip-reading).

B. Physical Distancing

Employees on campus are expected to maintain appropriate physical distancing in order to avoid being exposed to or spreading COVID-19. To that end, the University has implemented the following physical distancing/separation measures:

1. Employees should maintain at least a distance of 6 feet (about 2 arms’ length) from other people at all times.
2. Employees should avoid crowded places and avoid mass gatherings.
3. Employees should refrain from entering other employees’ offices and cubicles, utilizing electronic communication, where possible.
4. Employees should avoid physical contact with others, such as hugging and handshakes.
5. Employees should avoid those who appear to be demonstrating symptoms of COVID-19.
6. To assist with physical distancing in dining halls, furniture has been removed and additional signage, floor markings and stanchions are being utilized.
7. Signage has been placed throughout campus in every building, including on display boards, at time clocks, and in other highly visible locations. This signage includes CDC guidelines and other safe practices.
8. Plexiglass barriers have been or will be installed for employee work stations in high density, public areas that involve regular face-to-face contact with others (e.g., Library help desk, office administrative coordinators, etc.)
9. Additional signage will be posted in all public places on campus, both interior and some exterior. This includes elevators, restrooms, conference rooms, lounges, and other places that individuals can congregate, as well as entry ways, benches and other exterior gathering places. Signage will encourage physical distancing and include capacity limitations.
10. Additional floor markings will be placed at locations where lines or groups potentially can form or need to form in order to facilitate physical distancing.
11. Physical spaces (e.g., classrooms, conference rooms, restrooms, break rooms, etc.) continue to be analyzed to determine if any adjustments should be made to promote physical distancing while still complying with any applicable building code requirements.
12. Additional measures may be implemented by the supervisor of an assigned work area.

C. Personal Sanitation Measures

Employees should maintain good personal sanitation/hygiene, keeping the following in mind:

1. Frequent hand washing is the first line of defense against the spread of COVID-19. Employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public places, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, employees should use a hand sanitizer that contains at least 60% alcohol.
2. Employees are encouraged to carry their own hand sanitizer and keep some at their work stations.
3. Employees are encouraged to bring their own water to minimize use and touching of water fountains (and to use the hands-free, bottle filling stations where available).
4. Employees should minimize or avoid sharing personal items and work supplies with others.
In addition, the University has implemented the following measures in order to encourage people on the University's campus to practice good sanitation/hygiene.

1. Hand sanitizer is available in various locations around campus.
2. Gloves will be made available to employees based on category of employment and job duties.
3. Hand washing and hygiene posters have been displayed in various locations around campus, including academic buildings, administrative buildings, and residence halls.
4. Supervisors will continue to remind employees of good hygiene practices, such as:
   a. Frequent hand washing;
   b. Covering coughs and sneezes with a tissue, then throwing the tissue in the trash; if a tissue is unavailable, the cough or sneeze should be covered with the inside of an elbow, not the hands;
   c. Avoid touching eyes, nose, or mouth;
   d. Cleaning frequently touched surfaces often; and
   e. Keeping tissues and hand sanitizers easily accessible.
5. Additional measures may be implemented by the supervisor of an assigned work area.

D. Cleaning and Disinfecting Protocols

While, as discussed further below, the University has implemented significant cleaning and disinfecting measures, employees and departments are also expected to assist with cleaning their workspaces and other high touch surface areas in their physical work environments. Cleaner and disinfectant will be provided in high traffic areas, as needed.

As it relates to cleaning and disinfecting the campus, the University has implemented the following protocols.

1. Deep cleaning has occurred in all academic buildings as well as other facilities around campus. It will also occur at regular intervals once areas open based on occupancy and use.
2. Open buildings are cleaned and disinfected on a daily basis at regular intervals, and as necessary based on occupancy and use.
3. Cleaning and disinfecting of high touch surface areas (such as controls, door handles, elevator panels, railings, copy machines, etc.) occurs on a regular basis.
4. Individual offices are/will be sanitized prior to an employee reoccupying the space, with a sign noting that this has occurred. After returning to campus, assistance with cleaning of personal workspaces then becomes the responsibility of the occupants, though routine cleaning by the University will occur as before.
5. Portable ultraviolet lights are used in spaces considered higher risk areas.
6. An electrostatic disinfecting sprayer is utilized where appropriate, such as locker rooms, shower areas, shuttle buses, etc.
7. Additional cleaning measures will be taken if the University is notified that an individual is/was on campus with a positive diagnosis of COVID-19.
8. Additional measures may be implemented by the supervisor of an assigned work area.

IX. Library Access

In July 2020, the University Libraries reopened, with some adjustments to operations. More details are available in the University Libraries COVID-19 Operations Plan.

X. Dining Services

In-person dining areas have been adjusted in order to promote physical distancing and abide by state and local capacity guidelines. In addition, all meals are available as to-go options in take-out containers along with individually wrapped utensils. More information is available on the Dining Services Webpage and in the Dining Services Plan.
XI. L.A. Pittenger Student Center
The Student Center continues to provide limited services to the Ball State University campus. More information is available in the L.A. Pittenger Student Center Full Operation Recovery Plan.

XII. Recreation Services
Beginning July 6, 2020, Recreation Services resumed operations, with adjustments to locations, hours, and programming. More information is available in the Recreation Services Plan.

XIII. Campus Events and Community Engagement
This pandemic has caused disruption to the University's regular campus events and community engagement opportunities. However, it is expected that these types of experiences will begin again later this summer. When they do continue, they will be conducted in accordance with established guidelines, as outlined in the Event Management and Community Engagement Guidebook.

XIV. Campus Visitors
Visitors on campus—including vendors, contractors, suppliers, guests, and members of the general public—are expected to abide by face mask requirements, physical distancing guidelines, and personal sanitation/hygiene measures, as described in this plan. Additional information is available in the Campus Visitors Plan.

XV. Travel Standards
The following travel standards have been put in place in response to the ongoing pandemic and shall remain in effect until an express directive from the President revises or discontinues them.

A. University-Sponsored/Funded Travel
The following standards apply to University-sponsored/funded travel:

1. **International Travel:** All University-sponsored/funded international travel, including Study Abroad, is suspended. An employee can request an exception from the President, but exceptions will only be granted in rare circumstances.

2. **Domestic Travel – Outside the State of Indiana:** University-sponsored/funded domestic travel outside the State of Indiana for faculty, staff, and students is suspended. An exception can be requested from the appropriate Vice President or Dean. When making decisions regarding requests for exceptions, Vice Presidents and Deans will consider the destination, reason for travel, duration, and how important it is to the University’s mission.

3. **Domestic Travel – Within the State of Indiana:** University-sponsored/funded travel within the State of Indiana is allowable in a manner consistent with standard University and departmental policies and practices. However, alternatives to physical travel is encouraged where practicable (e.g., having a phone conference instead of traveling off campus for a face-to-face meeting). In addition, based on future governmental directives and guidance, the University may further restrict University-sponsored/funded travel to higher-risk areas within Indiana as the pandemic progresses.

4. **Reimbursements for Cancelled Work-Related Travel:** For information regarding employee travel that has been cancelled by either the traveler or the host due to COVID-19, and how to proceed with refunds and reimbursements, visit the Travel Website.

B. Personal Travel
Employees must abide by CDC travel recommendations for personal international travel, including staying at home and monitoring their health for 14 days after returning to the United States. Information about the CDC’s recommendations for international travel can be found here.
The CDC does not generally issue advisories or restrictions for travel within the United States. However, cases of COVID-19 have been reported in all states, and some areas are experiencing community spread of the disease. Crowded travel settings, like airports and airplanes, may increase chances of getting COVID-19, if there are other travelers with coronavirus infection. Employees are strongly encouraged to review the factors identified by the CDC when considering whether it is safe to travel domestically. Information about the CDC’s recommendations for domestic travel can be found here.

Finally, consistent with the self-certification process, every employee must monitor for symptoms related to COVID-19 before coming to work and this must be done on a daily basis. This is particularly important after traveling.

C. New Self-Certification Form Required After International Travel

An employee who has traveled outside of the United States since last completing a self-certification form, as described in the Employee Health Screening Process section of this plan, will again be required to complete the form. The form will prompt the employee to contact University Human Resource Services if the international travel occurred within the past 14 days, in which case the employee will be advised as to whether or not a self-quarantine period is advisable, based upon the circumstances and destination of the travel.

XVI. Procurement

For more information regarding the coordination of the University’s procurement needs during this time, please review the COVID-19 Procurement FAQs.

XVII. Wellness

This pandemic can be stressful both personally and in the workplace. Employees should be mindful of their well-being and take steps to cope with this situation in a positive way (e.g., eat healthy, exercise, get sleep, talk with a trusted acquaintance, take breaks from the news and social media, etc.). The CDC has published information about Coping with Stress during this time. In addition, employees are encouraged to visit the BSU Working Well Website for more information about resources available through the University.

XVIII. 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 Coronavirus Disease 2019 (COVID-19)
2. World Health Organization information on COVID-19
3. Prevention and Treatment tips (CDC)
4. Indiana State Department of Health
5. Latest guidelines and updates from the CDC
6. Delaware County Coronavirus Hub

XIX. Requests for Leave or Disability Accommodations

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

XX. Questions or Concerns

If an employee has questions or concerns regarding safety on campus in light of the pandemic or this plan, those issues should be discussed with their supervisor and, if not resolved, Employee Relations or Environmental Health and Safety should be contacted.