



**BALL STATE
UNIVERSITY**

W E F L Y

**Ball State University COVID-19
Screening, Testing, and
Contact Tracing Protocols**

Effective July 24, 2020
Last Updated on August 27, 2020

I. 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. Polymerase 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.

II. 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 within 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.

III. 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.

IV. 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; or
 - c. Self-quarantine pending result of a COVID-19 test obtained upon arrival to 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.

V. Contact Tracing

Contact tracing is a critical component of the response to a positive test of COVID-19. To that end, Ball State has entered into a Memorandum of Understanding with the Delaware County Health Department which gives the University the authority to engage in contact tracing. If a student or employee receives a positive test through IU Health or the Student Health Center, or self-reports a positive test to the University, the individual will be contacted by a Ball State contact tracer.

During the initial conversation, the individual is 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). The individuals identified as close contacts are then contacted by a Ball State contact tracer 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.

Individuals are strongly encouraged to answer the call from the contact tracer and cooperate in providing the requested information. If the individual has caller ID, the phone will display the caller as 'BSU COVID TEAM' or (765) 285-7662.

In addition to Ball State contact tracers, individuals who test positive may also be contacted by contact tracers from the Indiana State Department of Health (ISDH). Typically, ISDH will send a text message from 877-548-3444, and then follow-up with a phone call. The number on the caller ID will show as 833-670-0067 or may display as "IN Health COVID." Again, individuals are strongly encouraged to cooperate with contact tracers from ISDH in order to assist in protecting the health of others who may have been exposed.

More information can be found in the [Testing and Contact Tracing FAQs](#).

VI. 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 receive clearance from a health care provider to return to work, classes, and campus. Employees (including student employees) will also be required to complete the self-certification form prior to returning to campus after a diagnosis of COVID-19 or after being identified as a close contact of an individual who has tested positive for COVID-19 in the last 14 days.