Ball State University Testing and Contact Tracing for COVID-19

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In response to the COVID-19 pandemic, Ball State University has developed procedures in accordance with the CDC and Indiana State Department Of Health guidelines for testing, as well as procedures for the isolation, quarantine, and contact tracing of individuals who test positive for the virus. Ball State has partnered with IU Health for testing services and will conduct contact tracing under a Memorandum of Understanding with the Delaware County Health Department.

This narrative provides an overview of the testing and tracing services provided to faculty, staff, and students within the Ball State University community. The specific procedures and processes depend upon whether the person who has tested positive is a residential student, a non-residential student, or an employee. The protocols for each situation are described below.

I. Residential Students

Residential students are those students living on campus in Residence Halls or other Ball State housing facilities.

A. Pre-arrival Testing

Before arriving on campus, residential students must provide either (1) proof of a recent negative COVID-19 test or (2) an attestation of self-quarantine for 14 days before arrival. If students have difficulty obtaining tests due to limited testing ability, the University has arranged with a third-party company to provide testing kits by mail. Any student testing positive may not travel to campus until cleared by a health care provider.

All students will also receive information about what symptoms they must continue to watch for after they arrive on campus, including an online symptom checker they can use to evaluate potential symptoms for COVID-19.

B. On-Campus Residential Testing For Symptomatic Students

Once residing on campus, if a student experiences symptoms of COVID-19 infection, that student may obtain an immediate symptom check through an online service, or go to the Ball State Health Center for in-person care. Symptomatic students who report to the Health Center, who seek a test through IU Health, or who learn of a positive test result through another test site must quarantine until they receive test results. IU Health will provide test results promptly, typically within 48 to 72 hours. During this time, the student will be moved to quarantine at designated quarantine and isolation housing.

Students who quarantine pending test results will be offered a “navigator” who will connect with students on a regular basis to provide academic support and serve as a resource during the quarantine and isolation period.

As with any other medical situation that prevented the student from attending classes, faculty will receive notice from the Dean of Students, including a request to accommodate the student’s extended absence from in-person classes. Quarantined students will continue their class participation and assignments through remote learning.

1. Residential Student with Negative Test Results

   Students with negative test results may immediately return to their residence hall and follow the advice of the healthcare provider about resuming in-person classes.

2. Residential Student with Positive Test Results

   All students with a positive test for COVID-19 must immediately isolate and report their positive test result to Ball State University as described below. The following steps will be taken immediately:
a. **Self-Reporting:** Students who receive positive test results from any provider other than the Ball State Health Center or IU Health must self-report that they have tested positive through the Ball State COVID-19 self-reporting form, which will be available at a later date. Students tested at the Health Center do not need to complete this form.

b. **Notifications:** The Delaware County Health Department and/or the Indiana State Department of Health, as well as the Director of the Ball State University Health Center, will be notified. The health care provider ordering the test will inform the student of the test result.

c. **Isolation:** Students instructed to isolate must provide clearance from a health care provider to return to classes and campus. The navigator assigned to the student will continue to help provide support to students in isolation. The student will continue to participate in coursework remotely. Faculty will work with students to meet additional academic accommodations.

d. **Contact Tracing:** Ball State will initiate the contact tracing protocol under the authority of the Delaware County Health Department. A contact tracer will interview the student by phone to help identify all individuals with whom the student has had close contact. The U.S. Centers for Disease Control and the Indiana State Department of Health define close contact as being within six feet of an infected individual for at least 15 minutes. Contact tracing will then be initiated for anyone identified as close contacts within the Ball State University community. For those close contacts identified as residing outside the Ball State University community, the local county health department will initiate contact tracing.

   A student who has been identified as a close contact must follow the instructions of the health care provider, including whether and how to quarantine, how to monitor symptoms, and whether to be tested for the virus.

II. **Non-Residential Students**

Non-Residential students are those students living at home or in other off-campus housing facilities but who are attending classes on-campus, or who are otherwise coming to campus buildings or facilities. These procedures do not apply to online-only students who do not come to campus. Online-only students who do not come to campus are instructed to follow the guidance from their local health authority. However, any online-only student intending to visit campus must comply with these procedures before doing so.

A. **Pre-arrival Testing**

Before arriving on campus, residential students are strongly encouraged to either (1) obtain a negative COVID-19 test within seven days before arriving on campus (2) self-quarantine for 14 days before arrival, or (3) self-quarantine pending result of a COVID-19 test obtained upon arrival to campus. Any student testing positive may not travel to campus until released by a health care provider.

All students will also receive information about what symptoms they must continue to watch for after they arrive through an [online symptom checker](#).

B. **Non-Residential Testing**

After arriving to campus, if a student experiences symptoms of COVID-19 infection, that student may utilize the [online symptom checker](#) to evaluate potential symptoms for COVID-19, or go to the Ball State Health Center for in-person care. IU Health will provide test results promptly, typically within 48 to 72 hours. Symptomatic students must quarantine at their off-campus residence or home until they receive test results. Symptomatic students who receive testing at other locations must self-report through the online form, which will be available at a later date.
Students who quarantine pending test results will be offered a “navigator” who will connect with students on a regular basis to provide academic support and serve as a resource during the quarantine and isolation period.

As with any other medical situation that prevented the student from attending classes, faculty will receive notice from the Dean of Students, including a request to accommodate the student’s extended absence from in-person classes. Quarantined students will continue their class participation and assignments through remote learning.

1. **Non-Residential Student with Negative Test Results**

   Students with negative test results will follow the advice of the healthcare provider about resuming in-person classes.

2. **Non-Residential Student with Positive Test Results**

   All students with a positive test for COVID-19 must isolate and report their positive test result to Ball State University as described below. Upon receiving a report of a positive test, the following steps will be taken immediately:

   a. **Self-Reporting:** Students who receive positive test results from any provider other than the Ball State Health Center or IU Health must self-report that they have tested positive through the Ball State COVID-19 self-reporting form, which will be available at a later date. Students tested at the Health Center do not need to complete this form.

   b. **Notifications:** The Delaware County Health Department and/or the Indiana State Department of Health, as well as the Director of the Ball State University Health Center, will be immediately notified. The health care provider ordering the test will inform the student of the test result.

   c. **Isolation:** Students instructed to isolate must provide clearance from a health care provider to return to classes and campus. The navigator assigned to the student will continue to help provide support to students in isolation. The student will continue to participate in coursework remotely. Faculty will work with students to meet additional academic accommodations.

   d. **Contact Tracing:** Ball State will initiate the contact tracing protocol under the authority of the Delaware County Health Department. A contact tracer will interview the student by phone to help identify all individuals with whom the student has had close contact. The U.S. Centers for Disease Control and the Indiana Department of Health define close contact as being within six feet of an infected individual for at least 15 minutes.

   Contact tracing will then be initiated for anyone identified as close contacts within the Ball State University community. For those close contacts identified as residing outside the Ball State University community, the local county health department will initiate contact tracing.

   A student who has been identified as a close contact must follow the instructions of the health care provider, including whether and how to quarantine, how to monitor symptoms, and whether to be tested for the virus.
III. Employees

Employees are those working full or part-time for Ball State University.

A. Return to Work

Employees authorized to return to on-campus work are required to complete a self-certification form before entering the campus. The form asks specific 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. Any employee testing positive shall not enter the campus until released by a health care provider.

All employees will also receive information about what symptoms they must continue to watch for after they return to on-campus work. Find more detailed information.

B. Employee Testing

Employees experiencing symptoms of COVID-19 infection should promptly seek medical care from their primary care provider. The Employee Quick Clinic at the Health Center can provide services in cases where an employee does not have access to a primary care physician. Symptomatic employees must quarantine at home until they receive test results. IU Health will provide test results promptly, typically within 48 to 72 hours.

1. Employees Receiving Negative Test Results

Employees who receive negative test results may immediately return to on-campus work.

2. Employees Receiving Positive Test Results

In the event an employee test is positive, the following steps will be taken immediately:

a. Self-Reporting: Employees who receive positive test results from any provider other than the Ball State Health Center or IU Health must self-report that they have tested positive through the Ball State COVID-19 self-reporting form, which will be available at a later date. Employees tested at the Health Center do not need to complete this form.

b. Notifications: The Delaware County Health Department and/or the Indiana State Department of Health, as well as the Director of the Ball State University Health Center, will be notified. The health care provider ordering the test will inform the employee of the test result.

c. Isolation: Employees must isolate at home and must provide clearance from a health care provider to return to work.

d. Contact Tracing: Ball State will initiate the contact tracing protocol under the authority of the Delaware County Health Department. A contact tracer will interview the employee by phone to help identify all individuals with whom the employee had close contact within the 48 hours before either developing symptoms or their date of testing. The U.S. Centers for Disease Control and the Indiana State Department of Health define close contact as being within six feet of an infected individual for at least 15 minutes.

Contact tracing will then be initiated for anyone identified as close contacts within the Ball State University community. For those close contacts identified as residing outside the Ball State University community, the local county health department will initiate contact tracing.

An employee who has been identified as a close contact must follow the instructions of the health care provider, including whether and how to quarantine, how to monitor symptoms, and whether to be tested for the virus.
IV. Dashboard Updates

To keep the campus community apprised of the incidence of COVID-19 on our campus, we have developed a dashboard, which will be available on Monday, August 17. Our dashboard, which will be updated regularly, will include statistical information about students and employees who have been tested either at our University’s health center or through our partnership with IU Health. To avoid duplication, our internal dashboard will not include information about students and employees who may have been tested at other locations. Our website, though, will provide a link to the Indiana State Department of Health online dashboard, which contains current information about COVID-19 in Delaware County and every other county in Indiana.

V. Review of Case Reports

A team consisting of a representative of the Delaware County Health Department, the Medical Director of the Ball State University Health Center, the Director of Clinical Operations for the College of Health, and a faculty member from the College of Health will conduct a regular review of test results. The team will monitor for any patterns or clusters of positive cases within the University community, which may require administrative action. The President and a subset of the President’s Cabinet will receive a regular briefing from the team and determine if any additional measures at the group, unit, or institutional level are appropriate.