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

Last Updated March 1, 2022
Note: this version contains various updates, including the discontinuation of the requirement to wear face masks on campus in most circumstances.

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 informed by 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. COVID-19 Vaccinations and Boosters

The University continues to strongly encourage its employees to get a COVID-19 vaccination and booster when eligible. 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.

IV. University Face Mask Policy

Effective March 4, 2022, at 5:00 p.m., face masks are optional on campus. However, they may still be required in certain locations, such as health care settings and laboratory settings. Determinations for these settings will be made by the area supervisor. In addition, masks also must be worn as required by the section of this plan titled “Updated COVID-19 Isolation and Quarantine Guidance.”

Individuals who are at greater risk for infection, or the consequences of infection, are encouraged to continue wearing a mask if they prefer to do so.

V. Employee Health Screening Process

A. Self-Certification Form Required to Return to On-Site Work After Quarantine/Isolation or International Travel

An employee who is returning to work on campus after completing quarantine or isolation, or returning from travel outside of the United States, is 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 Assessment Self-Certification Form.
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 recovery 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 regardless of vaccination status.

   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:

   - People who are up-to-date with their 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.
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