Indiana State Government COVID-19 Guidance & Frequently Asked Questions

Updated Aug 12, 2021

The following guidance document and corresponding FAQ provide assistance for state employees and managers during the COVID-19 pandemic. The information included in this document combines resources from the Indiana Department of Health (IDOH) and the Centers for Disease Control and Prevention (CDC). Additional information and guidance can be found at each of their websites.

This document may be updated frequently as further guidance is available and conditions change.

Answers provided in this document may differ for 24/7 operations. Contact your manager and HR representative with additional questions.

Table of Contents

Indiana State Government COVID-19 Guidance Document & FAQ 8/12/2021

Section 1: Workplace Prevention Measures

What has changed?
According to the Centers for Disease Control and Prevention (CDC), fully vaccinated people can participate in many of the activities they did prior to the pandemic (see When You've Been Fully Vaccinated | CDC).

Fully vaccinated state employees, including contractors and temporary employees:
- No longer need to wear a mask or physically distance when working in most state government buildings or on state government property, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance;
- Are encouraged to wear masks inside common areas of all state buildings to maximize protection from the Delta variant and prevent the spread.
  - This includes conference rooms and other confined spaces.
  - When state employees are in another work setting outside of their normal location, masks are recommended in public areas when there is substantial or high transmission;
- Do not need to quarantine after a known exposure to COVID-19 unless they have symptoms. They are required to be tested 3 to 5 days following the exposure and should wear a mask in public indoor settings for 14 days **or** until they received a negative test, whichever occurs first;
- Are not required to complete the daily COVID-19 screenings; and
- May resume domestic travel and are not required to get tested or to self-quarantine following domestic travel.

COVID-19 vaccinations are not required for employees to return to the workplace; however, employees are highly encouraged to be vaccinated. Fully vaccinated state employees, including contractors and temporary employees, no longer need to wear masks or physically distance when working in most state government buildings or on state government property. However, To maximize protection from the Delta variant and prevent possibly spreading it to others, it is recommended you wear a mask in public settings if you live or work in an area of substantial or high transmission.

Masks must be worn by all individuals present inside state government congregate facilities which are the Indiana Department of Correction prisons, the State Hospitals, the Indiana Veterans Home, and the Indiana Law Enforcement Academy. Additionally, masks must be worn by all patients, administrators, and others present at a COVID testing or vaccination site. The specific guidelines are spelled out in Executive Order 21-15.

Being vaccinated is the best protective measure against COVID-19 and allows you to resume normal workplace and daily activities.

What does "fully vaccinated" mean?
People are considered fully vaccinated:
- Two weeks after their second dose in a two-dose vaccine series, such as Pfizer or Moderna vaccine; OR
- Two weeks after a single-dose vaccine, such as Johnson & Johnson (Janssen) vaccine.

If you don't meet these requirements, you are NOT fully vaccinated. If you are not fully vaccinated, keep taking all precautions (How to Protect Yourself & Others | CDC) until you are

Indiana State Government COVID-19 Guidance Document & FAQ 8/12/2021

fully vaccinated, including wearing a mask in the office and socially distancing. You are still required to return to your designated work location if you are not yet fully vaccinated.

Where and how can I get vaccinated?
More than 1,000 vaccination sites are operational throughout Indiana. A vaccination site map is located at ourshot.in.gov, with at least one vaccination site available in every county. You can select a county from the drop-down menu and then select a site that is convenient for you and register online. You can also call 211 to schedule an appointment; however, appointments are not required—all sites take walk-up requests. You will not be asked for identification, proof of residency, or your social security number. Different sites offer different types of COVID-19 vaccines—Pfizer, Moderna, or Johnson & Johnson—and many sites offer more than one type.

How well do COVID-19 vaccines work?
COVID-19 vaccines are safe and effective at protecting you from getting sick. When you are fully vaccinated, your chances of being hospitalized by COVID-19 are 1 in 50,394. When you are not vaccinated, your chances of being hospitalized by COVID are 1 in 525. Unvaccinated Hoosiers now make up the majority of COVID-19 cases in Indiana. All three vaccines are very effective at preventing even mild illness.

Many people feel some side effects after getting COVID-19 vaccines, such as pain or swelling where the shot was given, headache, fatigue, chills or low-grade fever, and body aches. Side effects will resolve on their own within a couple of days. This is normal and means that your immune system is working to build immunity. None of these vaccines contain live virus, so none of these vaccines can give you COVID-19.

What has been done to enable employees to safely return to work?
The following changes have been made to state worksites to help ensure safety:

1. Required Daily Health Self-Screenings for Employees
    Employees should conduct a daily self-assessment before leaving home to come to work.
    - Employees with a fever at or above 100.4 degrees Fahrenheit should contact their manager and stay home.
    - Employees with symptoms such as a cough, trouble breathing, new or unusual headache, body aches, new fatigue, sore throat, new or unusual sinus congestion, or new loss of taste or smell should stay home and call their manager and health care provider.
    - Additional details on daily health screenings are included below.

    Employees who are sick should not come to work.
    It is critical for all employees to self-monitor, communicate, and take action when symptoms are present. Employees should screen themselves frequently throughout the workday and at a minimum before leaving for a worksite and upon arrival at a worksite.

    If you are a close contact of someone who has tested positive for COVID-19, or if you have symptoms of COVID-19 and are not vaccinated, you should not report to work and contact your supervisor. Employees will use accrued time for any work time missed.

2. Proper Handwashing & Hand Sanitizing
    One of the most important steps employees can take to stop the spread of the virus is to wash their hands frequently. Employees should review the CDC's guidance at When and How to Wash Your Hands | Handwashing | CDC on proper handwashing to ensure their technique is effective. Employees should use hand sanitizer when they cannot wash their hands with soap and water. Additionally:
    - Handwashing signs have been placed in all restrooms.

4

- Hand sanitizer is located on each floor inside of agency entrances. Employees may bring their own hand sanitizer and additional cleaning supplies, if desired.
- Employees should wash hands regularly throughout the course of the workday.

3. Cleaning and Disinfection
Cleaning is being performed in compliance with the latest CDC guidance at https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html. In most situations, regular cleaning (at least once a day) is enough to sufficiently remove SARS-CoV-2 virus that may be on surfaces.

More frequent cleaning might be needed when the space is occupied by young children and others who may not consistently wear masks, wash hands, or cover coughs and sneezes. Consider the following:
- If someone has been ill or tested positive for COVID-19 in the facility within the last 24 hours, the workplace will be cleaned and disinfected.

- Employees are responsible for regularly cleaning their own personal offices or workspaces (cubicles, etc.).

- Follow routine elevator/escalator capacity. Unvaccinated individuals must wear masks when using elevators or escalators when they are within six feet of others at all times.

4. Mask requirements
Fully vaccinated employees are not required to wear masks or physically distance in public places, including the Indiana Government Center (IGC) and other state work locations.
- However, to maximize protection from the Delta variant and prevent possibly spreading it to others, state employees, regardless of vaccination status, are encouraged to wear masks inside common areas of all state buildings. This includes conference rooms and other confined spaces. When state employees are in another work setting outside of their normal location, masks are recommended in public areas when there is substantial or high transmission.

Employees who are not fully vaccinated are still required to wear masks in public settings, including government buildings and properties, and are still required to maintain at least six feet of distance from others. Employees are encouraged to use their own personal, reusable masks at work to reduce the use of disposable masks. Although agencies have been provided a supply of disposable masks, they are not recommended as a long-term solution for employees. Cloth masks that can be sanitized after each use or simple surgical masks are acceptable.

5. Changes at the Indiana Government Center
Each agency has established a plan to ensure appropriate cleaning and social distancing at each government office, such as branch offices or other operational facilities.

- Certain doors have been left open to facilitate air flow and air exchanges. Building HVAC systems have been adjusted to increase the intake of outside air and to help with increased circulation.
- Hand sanitizing stations have been placed in common areas and at public and employee entry points.

- Signage has been placed on employee and public entry doors advising anyone experiencing symptoms or not feeling well not to enter the building. Signs are available in multiple languages.

6. Government facilities not part of the Indiana Government Center
    Each agency has established a plan to ensure appropriate cleaning and social distancing at each government office, such as branch offices or other operational facilities.

    State employees and facilities are required to follow local ordinances that may be more stringent than what has been imposed by the state.

7. Visitors

    Visitors who are fully vaccinated do not need to wear masks when visiting state facilities.
    - To maximize protection from the Delta variant and prevent possibly spreading it to others, it is recommended visitors wear a mask in public settings when in an area of substantial or high transmission.

    Visitors who are not fully vaccinated should wear masks and always maintain social distancing guidelines. Disposable masks and hand sanitizer are available for visitors.

Section 2: Daily Health Self-Screening for Unvaccinated Employees

How should employees who do not use a computer daily ensure they are conducting the health self-screening each day?
Employees should conduct the required health self-assessment before leaving home to come to work each day. Employee health self-assessment posters have been posted at all worksites in multiple locations where employees will see them. Posters have been placed on all worksite entrances and exits, sign-in/clock-in areas, daily briefing locations, nearby restrooms, and any other appropriate areas for posting employee information.

Are employees required to document their answers to these questions?
No, employees are not required to document their answers; however, if an employee answers "yes" to any of the questions while at their worksite, they should contact their manager to discuss next steps, and call their health care provider. The Anthem NurseLine will provide a free symptom screening for anyone on an Anthem health insurance plan by dialing 800-337-4770. Additionally, IU Health offers free virtual COVID-19 screenings for Indiana residents, and the CDC offers a self-checker tool at no cost to users.

Section 3: When an employee is displaying COVID-19 Symptoms

What should employees do if they have symptoms consistent with a known cause, such as seasonal allergies or asthma?
Employees who have symptoms that correspond to a known cause (asthma, chronic sinusitis, allergies, etc.) should proceed to work as normal unless they perceive a change or increase in the severity of their symptoms. Anyone who is unsure or observe a change or increase in severity of their symptoms should stay home and get tested.

What should employees do when they have symptoms consistent with COVID-19 that are not associated with a known cause?

6

Employees who have symptoms that do not correspond to a known cause (asthma, chronic sinusitis, allergies, etc.), even if they are fully vaccinated, must leave the worksite, stay home, and contact their manager, HR, and health care provider. They should get tested for COVID-19 (testing sites available at www.coronavirus.in.gov) and stay home until their results are available.

Section 4: When an employee is exposed to COVID-19

What should employees do if they have been exposed to someone with a confirmed case of COVID-19 in the last 14 days?
Employees who are fully vaccinated, and not symptomatic, do not need to quarantine and can continue to work on-site. However, the employee should self-monitor, and be tested 3-5 days after exposure, socially distance, and wear a mask for 14 days or until they receive a negative test result.

Employees who are not fully vaccinated and who believe they were in close contact with someone who tested positive must notify their manager and HR department. Employees who have been in close contact (less than six feet of distance for more than 15 minutes total in a day) during the two days prior to the positive person's beginning of symptoms through the time that person was isolated or in the two days prior to an asymptomatic person's date of collection of their positive test through the time that person was isolated, should be instructed to quarantine according to the following CDC guidelines. Employees will use accrued leave time for the duration of quarantine.

- **14-day quarantine**: CDC continues to recommend quarantine for 14 days and recognizes that any quarantine shorter than 14 days balances reduced burden against a small possibility of spreading the virus. A full 14-day quarantine has the least risk of spreading the virus.

- **10-day quarantine**: A 10-day quarantine is an acceptable alternative to a 14-day quarantine. Individuals who remain asymptomatic may discontinue quarantine after day 10 without the need for a negative test. It is critical that individuals using this option diligently self-monitor for symptoms, wear a mask at all times (except in personal workspaces and while eating), socially distance, practice effective hand hygiene, and avoid crowds for the full 14 days.

- **Seven-day quarantine**: Individuals may use the seven-day quarantine option with a negative test. The test must be collected on day five or later, and negative results must be received before ending quarantine. Quarantine must not end before a full seven days. It is critical that individuals using this option diligently self-monitor for symptoms, wear a mask at all times (except in personal workspaces and while eating), socially distance, practice effective hand hygiene, and avoid crowds for the full 14 days. Close contact criteria will apply regardless of mask use, face shields, or physical barriers, such as Plexiglas or plastic barriers. If these employees develop symptoms, they should contact their health care provider and get tested for COVID-19.

Section 5: When an Employee Tests Positive for COVID-19

Employees who are symptomatic and test positive should self-isolate at home for at least 10 days after the onset of symptoms and 24 hours after resolution of their fever (without the use of fever-reducing medications) and improvement of symptoms. If the employee is asymptomatic and tests positive, the employee should self-isolate at home for 10 days after the date of

collection of the positive test. Employees will use accrued leave time for the duration of isolation.

Employees are required to immediately report their positive test results to their manager and HR representative. Immediate notice is critical in order to adequately notify impacted employees and help ensure that CDC recommendations are followed.

HR and impacted managers will inform impacted employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). Under the ADA, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee. This requirement allows employers to notify potentially impacted employees and take action appropriately but prevents unnecessary sharing of personal health information with other employees.

Additionally, all state employees should respond to requests for information from the IDOH contact tracers and investigators who gather information about the patient's symptom onset and close contacts in order to prevent further spread of illness.

<u>When an employee tests positive for COVID-19, please consider these cleaning guidelines:</u>
- If someone who is ill or has tested positive for COVID-19 worked within the last 24 hours, clean and disinfect the spaces they occupied.
- Close off areas used by the employee who tested positive.
- In conjunction with HR, impacted employees will be reassigned to a temporary alternate work location. If an alternate work location is unavailable, your HR representative will work with the Indiana State Personnel Department (INSPD) to determine if any other viable work arrangement exists.
- Open doors and windows and use fans or HVAC (heating, ventilation, and air conditioning) settings to increase air circulation in the area.
- Use products from EPA List N according to the instructions on the product label.
- Wear a mask and gloves while cleaning and disinfecting.
- Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19 unless they have already been cleaned and disinfected.
- Vacuum the space if needed. Use a vacuum equipped with high-efficiency particulate air (HEPA) filter and bags, if available.
  - While vacuuming, temporarily turn off in-room, window-mounted, or on-wall recirculation heating, ventilation, and air conditioning systems to avoid contamination of HVAC units.
  - Do NOT deactivate central HVAC systems. These systems provide better filtration capabilities and introduce outdoor air into the areas that they serve.
- It is safe to wash dirty laundry from a person who is sick with COVID-19 with other people's items, if needed.
- Ensure safe and correct use and storage of cleaning and disinfectant products, including storing such products securely and using PPE needed for the cleaning and disinfection products.
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough. You may choose to also disinfect depending on certain conditions or everyday practices required by your facility.
- If more than three days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.
- See CDC guidance at Cleaning and Disinfecting Your Facility | CDC.

What should employees who are not fully vaccinated do if they test negative for COVID-19?
An employee who is a close contact, who then subsequently tests negative for COVID-19 on day five (5), six (6), or seven (7) of their quarantine, can discontinue their quarantine as long as they have not developed any symptoms.

Note: If the employee is ill or experiencing symptoms that do not correspond with a known cause (e.g., allergies), they should remain home, consult a health care provider, and get tested for COVID-19. The employee should remain home until results are available.

Section 6: Return to Office Plans & Alternate / Remote Work Locations

Are employees required to return to a designated state work location (e.g., Indiana Government Center) upon notification from agency leadership?
Yes. Many state employees have continued to work at their pre-COVID-19 worksite or have already returned. Beginning June 7, all agency heads, senior staff and supervisors should be in their pre-pandemic work locations full time. No later than June 21, all non-supervisory employees should report to their pre-pandemic work locations for at least 50 percent of their work week. No later than July 6, all employees should report to their pre-pandemic locations full time, and hybrid schedules will end. Employees who had alternate work arrangements before March 2020 may resume or continue those arrangements. All employees who have been working from home as a result of the pandemic are required to return to their state on-site work locations on a full-time basis, including employees who worked on the Indianapolis campus, or a state facility located in another part of the state.

Can employees continue working remotely?
No, unless an employee worked remotely or had an alternate work schedule before the pandemic began. Microsoft TEAMS meetings should be limited to those with outside entities. Internal meetings should be conducted in-person to encourage interactions among employees.

What should employees do if they have a child who is required to quarantine or isolate at home because of a positive COVID test or school or childcare action?
The employee may work remotely when documented proof from a physician, school corporation, or childcare provider is provided to the agency. The documentation must include the start date of quarantine/isolation and the expected conclusion. The employee must follow guidelines for COVID testing and quarantine/isolation provided by the state Department of Health. In addition, the employee and supervisor must document work hours each day and provide written documentation of work produced while working remotely. The employee must return to the work site the first workday following the conclusion of the quarantine/isolation.

What if employees are unable to work in the office for a reason related to COVID-19 (health concerns, etc.)?
Employees who are unable to return to work for a reason related to COVID-19 may qualify for Family Medical Leave (if related to health issues) or the use of other leave options. For questions regarding leave types, employees should contact their manager and/or HR representative or INSPD's Employee Relations division at 317-234-7955.

What should an employee do if they need a reasonable accommodation under the Americans with Disabilities Act (ADA)?
Agency leadership and HR will work together with the employee to review any accommodation requests.

What if an employee is unwilling to return to their worksite?
Without any approved accommodation or other exception(s), employees must report to the worksite determined for their position by their agency.

Section 7: Childcare Resources
Employees who are unable to return to work because of childcare challenges related to COVID-19 should explore the childcare solutions available across Indiana.

Indiana families have two easy, free services to help them find care.
1. The FSSA Child Care Finder can assist employees in finding childcare on the way to and from work. This search tool is easy to use and allows families to apply filters to their narrow their search by a specific location, age group, or provider type. The FSSA Child Care Finder generates results limited to providers currently licensed or registered with the state of Indiana.
2. Families can also call the Brighter Futures Indiana staff at 1-800-299-1627 from Monday-Thursday between 8 a.m.-7 p.m. or Friday between 8 a.m.-5 p.m.

Financial support for childcare is also available.
1. In May 2021, Build, Learn, Grow launched a scholarship fund to help rebuild early care and education enrollment. The program offers families of essential workers scholarships covering up to 80% of their childcare costs for kids age 0-12, including summer programming and camps. Initially, a family needed to be at or below 250% of the federal poverty level to qualify; however, those restrictions were recently removed and a family at any income level can qualify if at least one parent works in an essential service. Families can visit to https://brighterfuturesindiana.org/scholarships/ families to complete an application and review programs in Indiana that have already agreed to accept the scholarship.
2. Families can visit the https://brighterfuturesindiana.org/parents/financial-support website to explore the other financial support opportunities as well as the other early care and education and out-of-school-time programming for Indiana families.

For employees working in or near Indiana Government Center, Day Learning Early Learning Government Center is located on the Indiana Government Center campus.   The Center offers discounts to state employees. Learn more at their website, , https://dayearlylearning.org/state-government-center/.

Section 8: Self-Care Resources

What resources are available for employees struggling with mental health concerns?
Your mental health is just as important as your physical health, and it's normal to need help processing all the changes in our personal and professional lives. There are many healthy ways to help with this, including:
- Practice mindfulness – Don't ignore your feelings. Make time to listen to what you're feeling. Process your thoughts with friends, loved ones, co-workers, or even through a personal journal.
- Utilize a mental health professional. As a state employee, you and all individuals in your household receive eight (8) free sessions with a mental health professional through the Anthem Employee Assistance Program (EAP). This is an incredible benefit! Don't

underestimate the power of leveraging this free and anonymous resource to help you. Find out more at anthemeap.com (Company Code: State of Indiana) or by calling 800-223-7723.

- Seek other resources to help manage your mental health such as BeWellIndiana.org, a free resource to help all Hoosiers stay connected and maintain their wellbeing.

Section 9: COVID-19 Overview

What is COVID-19?
Coronavirus disease 2019 (COVID-19) is a viral respiratory illness that can spread from person to person. People with COVID-19 have experienced mild to severe respiratory illness, including fever, cough, and shortness of breath. SARS-CoV-2, the virus that causes COVID-19, is a novel (new) coronavirus. It is not the same as other types of coronaviruses that commonly circulate among people and cause mild illness, like the common cold.

What are symptoms of COVID-19?
Information about COVID-19 symptoms may be found on the CDC's website. Below are several symptoms associated with COVID-19.

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Headache
- Diarrhea

Symptoms may appear two to 14 days after exposure to the virus.

How does COVID-19 spread?
The virus that causes COVID-19 spreads mainly from person to person, between people who are in close contact with one another (within six feet for greater than 15 minutes total in a day) through respiratory droplets when an infected person coughs or sneezes. It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not the main way the virus spreads. For more information regarding the spread of COVID-19, visit the CDC's website.

What if employees have general questions about COVID-19?
Employees can contact the IDOH COVID-19 Call Center (open 8 a.m. to 5 p.m., Monday through Saturday) with questions at 877-826-0011. The Anthem NurseLine will provide a free symptom screening for anyone on an Anthem health insurance plan by dialing 800-337-4770. Additionally, IU Health offers free virtual COVID-19 screenings for Indiana residents, and the CDC offers a self-checker tool at no cost to users.