

EMPLOYEE COVID-19 GUIDANCE – MARCH 2022

Indiana's cases and hospitalizations have fallen significantly in recent weeks as we move past the Omicron surge. Although COVID-19 is not going away, we have tools available today that we didn't have two years ago, including vaccines and medications. As a result, we are making significant changes to our COVID-19 response operations in the workplace.

Employees are encouraged to utilize a new tool published by the CDC: [Community Levels](#). This resource will help individuals know more about what is happening in their own community and decide what prevention steps to take based on the latest data.

In partnership with the Indiana Department of Health (IDOH), the State Personnel Department recommends the following changes to State of Indiana workplace operations, effective March 7, 2022:

QUARANTINE AND ISOLATION GUIDANCE

- Employees are encouraged to utilize IDOH's [Isolation and Quarantine Calculator](#) to determine the best course of action concerning their individual situation. **This new tool will replace any previously-issued guidance by SPD** (Decision Tree, FAQ, etc.).
- All individuals, regardless of vaccination status, identified as close contacts are not required to quarantine but should continue to monitor for symptoms for 10 days after exposure and, if possible, test 5 days after exposure.
- If an employee is experiencing symptoms of COVID-19, they should isolate and get a viral COVID-19 test.
- If an employee tests positive for COVID-19, they should notify their supervisor, follow [isolation guidance](#), and inform their [close contacts](#).
- Employees who must isolate but are not [up-to-date](#) on their vaccines should request the use of accrued leave time with their manager.

CONTACT TRACING

- Individuals who test positive should notify their close contacts of potential exposure. The CDC now has an online tool, <https://tellyourcontacts.org/>, to assist individuals in the contact tracing process.
- Close contacts, defined as any individual within 6 feet of an infected person (laboratory confirmed or probable case) for a total of 15 minutes or more within a 24-hour period, should be notified and monitor for symptoms for 10 days after exposure and if symptoms develop, isolate, and get tested.

RECOMMENDATIONS AND BEST PRACTICES

- COVID-19 vaccines are safe and effective at preventing severe illness that could lead to hospitalization or death. Unvaccinated Hoosiers now make up the majority of COVID-19 hospitalizations and deaths in Indiana.
- Being [up-to-date](#) on COVID-19 vaccination is the best protective measure against COVID-19 and allows employees to resume normal workplace and daily activities. An individual is up to date with their COVID-19 vaccines when they have followed the recommendations listed [here](#). Getting a booster dose provides maximum protection, especially against different variants that may emerge, such as omicron.
- 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. Individuals can also call 211 to schedule an appointment. In December 2021, the [CDC recommended](#) that the Pfizer and Moderna mRNA vaccines were preferred to increase protection.
- People may choose to mask at any time. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.
- According to the CDC, people with moderately to severely compromised immune systems are especially vulnerable to COVID-19 and may not build the same level of immunity from the COVID-19 vaccines as people who are not immunocompromised. Therefore, employees for whom the following apply may temporarily work remotely (if appropriate) until Indiana's positivity rate and transmission rate decrease (date TBD):
 - Receiving active cancer treatment for tumors or cancers of the blood,
 - Received an organ transplant and taking medicine to suppress the immune system,
 - Received a stem cell transplant within the last two years or taking medicine to suppress the immune system,
 - Have been diagnosed with moderate or severe primary immunodeficiency (such as DiGeorge syndrome, Wiskott-Aldrich syndrome), or advanced or untreated HIV infection, or
 - Undergoing active treatment with high-dose corticosteroids or other drugs that may suppress immune response.

All other employees who are unable 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.

For more information or additional employee resources relating to COVID-19, please visit <https://www.in.gov/spd/employee-resources/covid-19-guidelines/> or contact your Human Resources Department.