

# Indiana State Government COVID-19 Guidance & Frequently Asked Questions

Updated January 28, 2022

This document provides guidance for state of Indiana 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**

## Section 1: Workplace Prevention Measures

- [What has changed?](#)
- [What up-to-date means](#)
- [When and how to get vaccinated](#)
- [How well COVID-19 vaccines work](#)
- [Required daily health self-screenings](#)
- [Proper handwashing & hand sanitizing](#)
- [Required social distancing in the workplace](#)
- [Increased workplace cleanliness standards](#)
- [Mask & glove requirements](#)
- [Changes at the Indiana Government Center](#)
- [Government facilities not part of the Indiana Government Center](#)
- [Visitors](#)

## Section 2: Daily Health Self-Screening

- [Symptoms consistent with known causes](#)
- [Symptoms not consistent with known causes](#)
- [COVID-19 exposure](#)
- [Self-screening duration](#)

## 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?](#)
- [What should employees do who have symptoms consistent with COVID-19 that are not associated with a known cause?](#)

## 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 10 days?](#)

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

- [What should employees who are not up-to-date do if they did not test positive for COVID-19?](#)

## Section 6: Childcare Resources

## Section 7: Self-Care Resources

- [Practicing mindfulness](#)
- [Mental health services](#)
- [Employee Assistance Program \(EAP\) & Other Resources](#)

## **Section 1: Workplace Prevention Measures**

### **What has changed?**

According to the Centers for Disease Control and Prevention (CDC), people who are up-to-date on vaccines can participate in many of the activities they did prior to the pandemic ([Stay Up to Date with Your Vaccines | CDC](#)). CDC defines up-to-date as having received all vaccine doses that are recommended, including boosters and additional primary doses for people who are immunocompromised.

**On Dec 27, 2021, the CDC updated and shortened the recommended isolation and quarantine periods for the general population. Specific application to State of Indiana employees is outlined below in Sections 4 and 5.**

Up-to-date state employees, including contractors and temporary employees:

- Are highly encouraged to wear masks inside common/public areas of all state buildings to maximize protection against SARS-CoV-2 and prevent spread. This is especially important to prevent transmission of the omicron variant.
  - 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 indoor public spaces in areas of [substantial or high transmission](#).
- Do not need to quarantine after a known exposure to COVID-19 unless they have symptoms. They should wear a well-fitting mask at all times around others, including outdoors, for 10 days. Employees are also strongly encouraged to get a PCR or rapid antigen test 5 days following the exposure.
- Should monitor for signs and symptoms, including completion of the daily COVID-19 screenings, and isolate and get a PCR or rapid antigen test if symptoms develop.
- Should avoid travel and avoid being around people who are at high-risk of severe infection.

**New Notice Requirements:** Employees are required to immediately report positive test results to their manager and HR department. Immediate notice is critical in order to ensure that CDC guidelines are followed. Employees are required to perform contact tracing and adequately notify impacted individuals to whom they came in close contact. The CDC now has an online tool, <https://tellyourcontacts.org/>, to assist individuals in the contact tracing process.

COVID-19 vaccinations are not required for employees to return to the workplace; however, employees are highly encouraged to be vaccinated.

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.

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

### **What does “up-to-date” mean?**

You are up to date with your COVID-19 vaccines when you have followed the current recommendations listed [here](#). More specifically:

People ages 12 and older are considered up-to-date when they have received their two-dose primary series of Pfizer or Moderna vaccine followed by a booster dose at least five months after the second dose (if eligible); or when they have received their first dose of Johnson and Johnson

vaccine followed by a booster dose at least two months after the first dose (Pfizer and Moderna are preferred as booster vaccines).

Anyone ages 12 and older is highly recommended to get a vaccine booster dose when eligible. Individuals 12-17 years of age should get a Pfizer vaccine booster (only) at least five months after completing their second Pfizer dose. Individuals 18 years of age and older who received a two-dose vaccine series should get any booster dose at least five months after their second dose. Individuals 18 years of age and older who received a Johnson and Johnson primary dose should get any booster at least two months after their primary dose. People are considered boosted the day they receive their booster dose.

Immunocompromised individuals ages 5 and older may receive a third dose 28 days after the last dose of their primary series. Those ages 12 and older who are immunocompromised are considered up-to-date if they have received a third primary dose (Pfizer or Moderna) followed by a booster dose five months later. Children ages 5-11 are considered up-to-date two weeks after receiving their two-dose primary series of Pfizer.

If you don't meet the requirements outlined above, you are NOT up-to-date. If you are not up-to-date, keep taking all precautions ([How to Protect Yourself & Others | CDC](#)) until you are up-to-date.

### **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](http://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. Walk-ins are welcome and you do not need insurance. 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.

In December 2021, the [CDC recommended](#) that the Pfizer and Moderna mRNA vaccines are preferred to increase protection.

### **How well do COVID-19 vaccines work?**

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. **Getting a booster dose provides maximum protection, especially against different variants that may emerge, such as omicron.**

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 work safely?**

#### **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 not up-to-date with vaccinations and are a close contact of someone who has tested positive for COVID-19 or have symptoms of COVID-19, you should not report to work and contact your supervisor and HR Director to discuss the use of accrued leave time. More guidance is provided below in Sections 4 and 5.

#### 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.
- 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>.

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.

#### 4. Mask Recommendations

To maximize protection from COVID-19 and prevent possibly spreading it to others, state employees, regardless of vaccination status, are strongly encouraged to wear masks inside common areas of all state buildings. This includes conference rooms and other confined spaces. Given the transmissibility of the omicron variant, the use of surgical or KN95 masks is highly recommended.

## **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.

### **Are employees required to document their answers to these questions?**

No, employees are not required to document their answers; however, employees who answer “yes” to any of the questions while at their worksite 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 observes a change or increase in severity of their symptoms should stay home and get a PCR or Rapid Antigen test. Any employee who has received at least one dose of a COVID-19 vaccine and is in a waiting period before being eligible to receive a second dose or booster is eligible to be considered for remote work (if appropriate) during quarantine and/or isolation. If an employee does not meet the criteria, they may not work remotely during quarantine and/or isolation.

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

Employees who have symptoms that do not correspond to a known cause (asthma, chronic sinusitis, allergies, etc.), even if they are up-to-date with their vaccine, must leave the worksite, stay home, and contact their manager, HR, and health care provider. They should get a PCR or rapid antigen test and stay home until their test results are available or they receive an alternative diagnosis. Any employee who has received at least one dose of a COVID-19 vaccine and is in a waiting period before being eligible to receive a second dose or booster is eligible to be considered for remote work (if appropriate) during quarantine and/or isolation. If an employee does not meet the criteria, they may not work remotely during quarantine and/or isolation.

## **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 10 days?**

Close contact is defined as: contact with less than six feet of distance for 15 minutes or more in a day with a person who has is confirmed to be positive for COVID-19. To be considered a close contact, the exposure would have occurred in the two days prior to the onset of symptoms throughout the duration of the positive person’s isolation.

Employees who **are** up-to-date and **not symptomatic** do not need to quarantine and can continue to work on-site. The following conditions apply:

- The employee should continue to self-monitor for symptoms, socially distance, and

wear a well-fitting mask for 10 days.

- If the employee cannot effectively mask for 10 days following exposure, the employee must quarantine at home for the 10-day period.
- Employees exposed to someone with a confirmed case are encouraged to obtain a PCR or rapid antigen test 5 days after exposure.
- The employee also avoid travel and contact with people at high-risk of severe infection.
- Should an up-to-date employee be required to quarantine and/or self-isolate at home because they develop COVID-like symptoms, cannot effectively mask for 10 days following an exposure, or ultimately test positive for COVID-19 during their quarantine, they may work remotely (if appropriate); documentation may be required by Human Resources. The employee may also use accrued leave time or authorized leave without pay.

Employees who **are not** up-to-date and were in close contact with someone who tested positive must notify their **manager** and HR department and quarantine for 5 days, according to the following CDC guidelines, as follows:

- **Employees who are not up-to-date and were in close contact must quarantine at home for 5 days.** To calculate the quarantine period, the date of last exposure is considered day 0. Day 1 is the first full day after last contact with a person who has had COVID-19.
- Test on day 5, if possible. If at any point the employee develops symptoms, they should get another test and stay home.
- The employee can leave quarantine after 5 full days if they have not developed symptoms. It is recommended the employee continue to wear a well-fitting mask around others at all times, including outdoors, for 5 additional days. Employees in this 5-day period should avoid travel and contact with people at high-risk of severe infection. They should stay home if they cannot wear a mask at all times.
- 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 a PCR or rapid antigen test. The employee should remain home until results are available.
- Employees who are **not** up-to-date with their vaccination must use accrued leave time or authorized leave without pay for the duration of quarantine. Employees who are **not** up-to-date may not be approved to work remotely during quarantine and/or isolation.

For the purposes of determining remote work eligibility within the guidance outlined in Section 4, any employee who has received at least one dose of a COVID-19 vaccine and is in a waiting period before being eligible to receive a second dose or booster is eligible to be considered for remote work (if appropriate) during quarantine and/or isolation. If an employee does not meet the criteria, they may not work remotely during quarantine and/or isolation.

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

### **What should an employee do if they test positive for COVID-19?**

Employees who are symptomatic and test positive should self-isolate at home for at least 5 days after the onset of symptoms, 24 hours after resolution of their fever (without the use of fever-reducing medications), and improvement of symptoms. They should continue to wear a mask around others at all times, including outdoors, for 5 additional days. If symptoms have not improved or fever has not resolved, employees should continue to isolate for 5 additional

days.

If the employee is asymptomatic and tests positive, the employee should self-isolate at home for 5 days after the date of collection of the positive test and continue to wear a mask around others at all times, including outdoors, for 5 additional days.

In both circumstances, the employee should avoid travel and contact with people at high-risk of severe infection. They should isolate for another 5 days if they cannot wear a mask at all times.

To calculate the 5-day isolation period, day 0 is the first day the employee begins experiencing symptoms, or if they do not have symptoms, the day that the positive test was collected. Day 1 is the first full day after the employee's symptoms develop or, if asymptomatic, the day after the positive test was collected.

The employee can leave isolation after 5 full days IF: 1) symptoms are improving; **and** 2) they are able to effectively mask for the next 5 days. If they employee still cannot effectively mask for 5 days following their 5-day isolation, they should continue isolating for a full 10 days.

Employees who **are** up-to-date with their vaccination may work remotely (if appropriate) during their period of isolation; documentation may be required by Human Resources. The employee may also use accrued leave time or authorized leave without pay. For the purposes of determining remote work eligibility within the guidance outlined in Section 5, any employee who has received at least one dose of a COVID-19 vaccine and is in a waiting period before being eligible to receive a second dose or booster is also eligible to be considered for remote work (if appropriate) during quarantine and/or isolation. If an employee does not meet the criteria, they may not work remotely during quarantine and/or isolation.

**Notice requirements:** Employees are required to immediately report positive test results to their manager and HR department. Immediate notice is critical in order to ensure that CDC guidelines are followed. Employees are required to perform contact tracing and adequately notify impacted individuals to whom they came in close contact. The CDC now has an online tool, <https://tellyourcontacts.org/>, to assist individuals in the contact tracing process.

### **What if an employee is unable to work in the office for a reason related to COVID-19, such as a health concern?**

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 compared to people who are not immunocompromised.

Therefore, employees for whom the following apply may temporarily work remotely (if appropriate) until Indiana's positivity and transmission rates improve (date TBD):

- Receiving active cancer treatment for tumors or cancers of the blood,
- Received an organ transplant and are taking medicine to suppress the immune system,
- Received a stem cell transplant within the last two years or are 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.

### **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.

## **Section 6: Childcare Resources**

### **What should an employee 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 worksite the first workday following the conclusion of the quarantine/isolation.

**Additional Resources:** Employees who experience 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 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 8:00 a.m.- 7:00 p.m. or Friday between 8:00 a.m.- 5:00 p.m.

Financial support for childcare is also available.

1. The Build, Learn, Grow program offers families of essential workers scholarships covering up to 80% of their childcare costs for kids ages 0-12, including summer programming and camps. 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 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 Early Learning is located on the campus. The Center offers discounts to state employees. Learn more at their website, <https://dayearlylearning.org/state-government-center/>.

## **Section 7: 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 Optum 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 [liveandworkwell.com](https://liveandworkwell.com) (access code: Indiana) or by calling 1-800-886-9747.
- Seek other resources to help manage your mental health such as [BeWellIndiana.org](https://www.bewellindiana.org), a free resource to help all Hoosiers stay connected and maintain their wellbeing.

For more information about COVID-19, please visit:

- CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Indiana Dept. of Health's website: <https://www.coronavirus.in.gov/>