

INDIANA UNIVERSITY

RETURN TO CAMPUS

The COVID-19 Guide for Departments

Updated December 14, 2020



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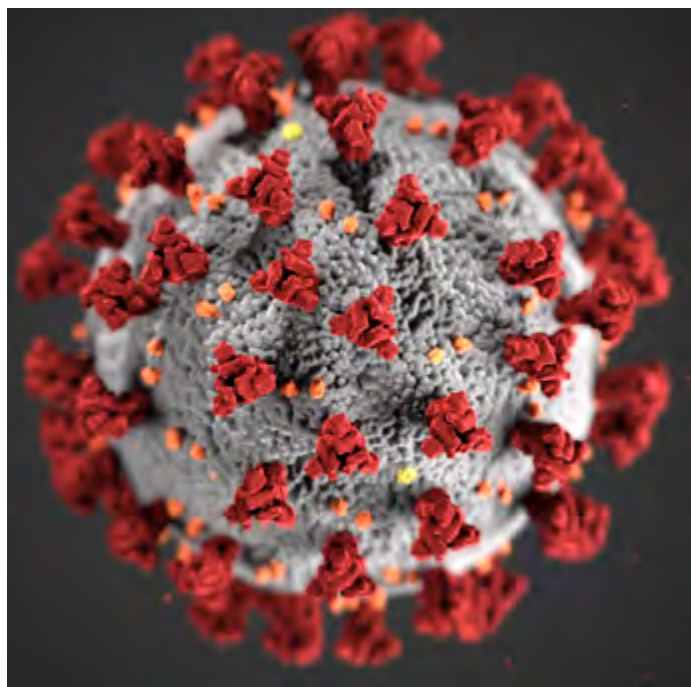


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GUIDING PRINCIPLES

Scope

This document applies to all Indiana University employees and is intended for use by department and unit leaders on all IU campuses.



Purpose

Indiana University is taking actions in light of COVID-19 with the goal of providing a safe working and learning environment for our students, employees, and visitors.

This document provides guidance specific to Indiana University that will allow departments to manage operations in a safer and more effective way throughout the COVID-19 pandemic. The objective is not to eliminate all potential risks, but to provide a systematic and feasible path for operation within the pandemic environment.

Indiana University will continue to adjust policy and guidance based upon the latest public health information, regulatory guidance, and peer best practices.

Note: Nothing in this document is intended to supersede IU policies that may apply in certain situations or circumstances. Units should consult the [University Policies website](#) for more information.

RESOURCES



[IU Covid Website](#)

Learn more about changes to the 2020–21 [academic calendar](#), what [life on campus will be like](#), and how the university is working to ensure the health and safety of students, faculty, and staff.

[Indiana University Restart Committee Recommendations Report](#)

The Indiana University Restart Committee is charged by President McRobbie with recommending and advising through the university's Executive Policy Group (EPG) on when and under what conditions the university can resume, in whole or part, normal face-to-face operations.

[Guidelines for Resumption of Research at Indiana University](#)

These guidelines have been drafted by a committee appointed by President McRobbie, working closely with university and campus leadership, with researchers across the university, and with the Restart Committee charged with developing health and safety measures applicable to all university activities.

[International Travel Updates](#)

Faculty, staff, and students can find the latest information on IU international travel policies put in place due to the COVID-19 pandemic.

[Domestic Travel Updates– Travel Management Services](#)

Faculty and staff can find the latest information on IU-sponsored domestic travel policies put in place due to the COVID-19 pandemic.

[IU Athletics Medical Advisory Group Phase One Restart Plan](#)

These guidelines detail the requirements for resuming limited athletic activity at certain IU Bloomington Athletics facilities.

[COVID-19 Facilities Restart Guidelines](#)

Find guidelines from [Capital Planning and Facilities](#) for operationalizing best practices for facilities professionals in light of COVID-19.

[Event Considerations](#)

Determine if and how a live event should be held.



Phases for On-campus Operations

ENSURE YOU ALWAYS:

- ✓ Monitor your health
- ✓ Stay home if you feel ill
- ✓ Wear a face covering
- ✓ Practice physical distancing
- ✓ Practice good hygiene (wash/sanitize hands, clean your workspace)

0

MAR–JUN 1, 2020

1

JUN 1–30, 2020

2

JUL 1–31, 2020

3

AUG 1–23, 2020

4

AUG 24, 2020
(Fall classes begin)

5

NOV 20, 2020–FEB 8, 2021
(Online instruction begins)

FACIAL COVERINGS	Recommended	Mandatory in campus buildings and on campus transportation; mandatory in outdoor spaces when physical distancing is difficult. See Return to Campus guide for more detail.				
CAMPUS ACCESS	Access to essential employees only.	Access to research, clinical, essential employees and pre-approved faculty from campus leadership.	Campus open, limited access for some buildings.	Campus open, most buildings unlocked during business hours. In-person services open.	Campus open on normal schedule.	Campus open, limited access for some buildings.
REMOTE WORK <i>All in consultation with your supervisor</i>	All faculty and staff work from home, other than on-campus essential personnel.	Some on-campus lab research begins. See guidelines at research.iu.edu .	Work remotely if possible and limit visits to campus.			Those faculty and staff who can work from home (or work from home more frequently) should do so.
			Some employees called back as needed.	Student-facing services called back.	Continue call-back of individuals whose on-campus presence is needed for effective operations.	
VISITORS TO CAMPUS	None	Outdoor visits only (unless approved event with public health guidance).	Visitors to campus buildings allowed.			Outdoor visits only (unless approved event with public health guidance).
EVENTS AND CONFERENCES	Cancelled on campus.		Events and Conferences subject to approval based on public health guidance and university policy. A checklist for planning events is located on the Fall 2020 website .			

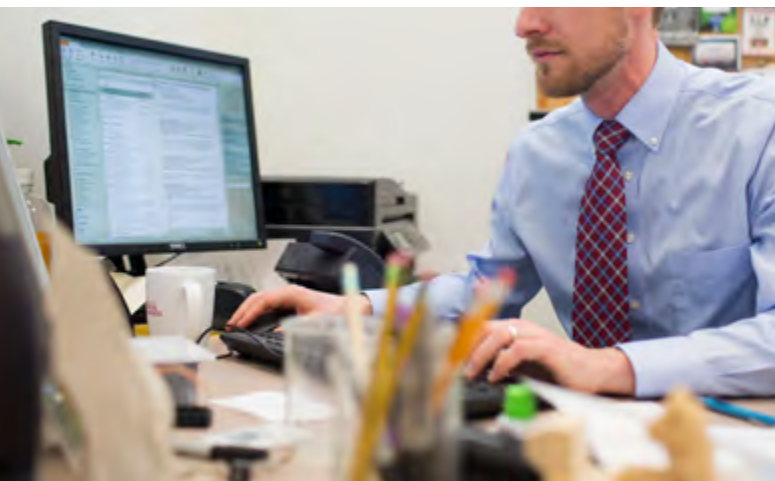


	0 MAR–JUN 1, 2020	1 JUN 1–30, 2020	2 JUL 1–31, 2020	3 AUG 1–23, 2020	4 AUG 24, 2020 (Fall classes begin)	5 NOV 20, 2020–FEB 8, 2021 (Online instruction begins)
CAMPUS RESIDENCE HALLS AND RESIDENCE HALL DINING	Closed except for continuing residents.			Scheduled move-ins for residence halls on August 19.	Occupied at reduced density.	Continued occupancy only for demonstrated hardship.
LABORATORY RESEARCH PERSONNEL <i>Faculty, graduate students, lab staff</i>	Essential research only.	Allowed on campus beginning June 1. Find detailed guidelines on the Research website .	Continuing			
FITNESS AND RECREATION	Closed			Open August 1 with public health guidance.		
INTERCOLLEGIATE ATHLETICS	Follow conference guidance and local health guidance for large gatherings.					
NON-URGENT AND ELECTIVE CLINICAL SERVICES	Closed	Begins June 1	Ongoing services			Ongoing services, assess public health trends.
IU-SPONSORED DOMESTIC TRAVEL	No IU-sponsored travel approved.	Essential travel only, with appropriate approvals. Learn more on the Travel Management Services website .				
ALL INTERNATIONAL TRAVEL	Approved only for humanitarian reasons while U.S. State Dept Level 4 travel advisory is in effect. Personal travel is discouraged. All international arrivals , including IU faculty, staff, and students returning from traveling abroad for any reason, must follow IU international travel guidance in effect at the time of arrival. Learn more on the IU Global website .					

HEALTH and SAFETY

Employee Training

Training for employees will be available online as a resource to departments and their employees regarding COVID-19. Training can be found on [Canvas](#).



Community Responsibility Acknowledgement

Prior to returning to work, employees must acknowledge:

- The serious nature of COVID-19
- The importance of each individual's knowledge of the risks presented by the virus
- The need to monitor their own health
- The need to notify appropriate personnel if they are symptomatic and/or exposed and be tested if necessary

The Community Responsibility Acknowledgement can be found on [One.IU](#). A paper version is also available, via your unit HR representative, for employees to complete.

Good Hygiene and Illness Prevention

Remind employees, students, and visitors that they can **reduce the risk** of spreading COVID-19 by taking the same steps to prevent infection from the flu and the common cold:

- Maintain physical distance of at least 6 feet from others.
- Wear a mask as appropriate. (See IU's guidance on wearing face coverings.)
- Wash hands often with soap and water for at least 20 seconds. If water is not available, use hand sanitizer with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing or sneezing, and immediately dispose of the used tissue.
- Utilize secondary handwashing or sanitizing stations that are set up with either hand sanitizer or wipes/towelettes.
- Avoid hand-shaking to reduce the spread of germs.



Employees, students, and visitors must be able to wash their hands after touching any surface/tool suspected of being contaminated, before and after eating or using the restroom, and before touching their face.



Key times to wash hands

BEFORE



Before, during, and after preparing food



Before eating food



Before and after caring for someone who is sick



Before and after treating a wound



Before and after removing gloves or other personal protective equipment



Before exiting the laboratory

AFTER



After using the toilet



After contact with frequently touched surfaces (e.g., elevators, lobby areas, reception desks, etc.)



After blowing your nose, coughing, or sneezing



After touching an animal or animal waste



After touching garbage





Cleaning, Disinfection, and Hygiene Procedures

Even under normal business conditions, common touchpoints should be cleaned on a recurring schedule based upon frequency of use, occupancy, and overall risk. Cleaning and sanitization or disinfection procedures will be increased in frequency and be consistent with the level of risk mitigation deemed feasible and appropriate by facilities and environmental, health, and safety professionals.



The [Interim Disinfection and Cleaning Recommendations Summary](#) provides a minimum level of cleaning and sanitization guidance for occupied spaces, including daily cleaning and disinfection of common touchpoints.

Advanced COVID-19 Cleaning Protocol

An advanced COVID-19 cleaning protocol has been developed and provided to appropriate maintenance groups outlining the steps to be taken when known positive cases exist and it's not possible to temporarily close a space for 72 hours (see [Interim Disinfection Guidance for Spaces Occupied by a PUI or Individual Confirmed to Have COVID-19](#)).

When advanced cleaning or temporary closure occurs, IUEHS provides notification to the dean, or other designated staff, of the affected school and/or facility. Facilities groups also provide approved signage to be displayed in the affected area(s).

Additional Hygiene Considerations

- Employees should proactively disinfect personal workstations in addition to shared areas or items (e.g., conference rooms, equipment, workstations) before and after use.
- When departments operate in a unique setting (e.g., clinical, dental, childcare), cleaning, disinfection, and hygiene procedures originating from the appropriate regulatory agency, research protocol, or more specific IU guidance should be implemented.

- The U.S. Environmental Protection Agency (EPA) has issued an [exhaustive list of approved disinfectants](#). Departments should ensure their cleaning staff use products from this list.
- Departments, where feasible, should remove high-touch items such as magazines, common pens, etc.
- Advanced cleaning should only be performed by designated and trained university staff in accordance with the advanced COVID-19 cleaning protocol (*Interim Disinfection Guidance for Spaces Occupied by PUI or Confirmed COVID-19*).

Employees are encouraged to wash hands frequently to help prevent the spread of COVID-19. When handwashing is not feasible, the use of hand sanitizers should be encouraged as outlined by the Centers for Disease Control and Prevention (CDC) (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/hand-hygiene.html>).



Hand sanitizer will be made available inside building entrances and at other high-traffic areas as deemed appropriate by applicable facilities groups, and should contain at least 60% alcohol.

Requesting Hand Sanitizer and Cleaning Supplies

Cleaning supplies may be requested for each campus by [submitting the online cleaning supplies request form](#).

Departments may request additional hand sanitizer replacements and stations, but due to a finite supply, facilities groups will determine the priority of those requests.



Receiving Packages and Mail

According to the CDC, handling mail and/or packages is unlikely the primary means of spreading/contracting COVID-19. However, it is still important to follow good hygiene practices when handling mail.

When receiving a package or mail:

- Limit in-person contact when accepting a delivery, or stay at least 6 feet away from the delivery person.
- Wash your hands with soap and water for at least 20 seconds after touching the package.
- Use hand sanitizer with at least 60% alcohol when soap and water are not available.
- Avoid touching your face, eyes, nose, or mouth.

Specific guidance for mailrooms has been developed and provided to relevant departments (see [Interim Mailroom Guidance](#)).

The CDC also provides information on handling packages and mail at <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/essential-goods-services.html>.

Physical Distancing in the Workplace

[Physical/social distancing](#) within workplace environments is just as important as it is in the broader community.

Utilizing distance to reduce the risk of infection is the basic concept behind physical distancing. This can be accomplished in the workplace to mitigate the risk of community spread of COVID-19. Using visual signage in work areas, as well as informational and educational signage at entry and exit points, is recommended for high-traffic areas.

The university is developing signage that can be used by all units across IU (see section below regarding approved signage).

Note: Physical distancing as outlined in this section may be particularly challenging in some work environments such as athletic or childcare settings. However, physical distancing in these circumstances should still be attempted as much as possible. See additional sections below for more information.



Physical distancing protocols for employees include:

- Staying at least 6 feet apart from others
- Separating work stations by at least 6 feet or using physical barriers (e.g., shields, curtains)
- Avoiding large gatherings of employees (greater than 10 people) when feasible
- Eliminating contact with others (e.g., hand-shaking, hugging)
- Avoiding touching common surfaces (where possible) and ensuring frequent washing of hands if it's not possible to avoid touching surfaces
- Allowing only infrequent and intermittent passing within 6 feet
- Encouraging employees to take the stairs
- Maintaining physical distancing during breaks and at shift start and end times
- Staggering break times and work schedules
- Limiting in-person meetings to fewer than 10 people and maintaining at least 6-foot spacing
- Taking separate vehicles
- Minimizing the number of people in a work area at the same time



Masks (Face Coverings)

Masks are mandatory in campus buildings and on campus transportation. They are also mandatory in outdoor spaces when physical distancing is difficult.

The use of masks can help prevent the spread of the virus by decreasing the spread of respiratory droplets produced during talking, sneezing, and coughing.

All IU employees and students will be provided with two washable masks before the fall 2020 semester begins. While masks will be provided, individuals may also choose to wear their own ([see guidance for examples of acceptable face coverings](#)).

Maintaining at least 6-foot physical distance from others remains the primary means of slowing the spread of SARS-CoV-2, the virus that causes COVID-19.

Types of campus spaces where masks are mandatory include, but are not limited to, classrooms, office spaces (including cubicles), elevators, hallways, outdoor spaces, and other locations where intermittent interactions with others might occur, such as seating near aisle ways and other passages.

Masks are not required within enclosed spaces when one person is present with the door closed. Employees may eat/drink at their workspaces in an open or cubicle environment as long as physical distancing can be maintained (see [policy UA-21](#) for more details). Students are prohibited from eating and/or drinking in classrooms and labs (see [policy STU-02](#) for more details).

Additional detailed guidance and requirements for masks can be found within the [Interim Guidance on Masks \(Face Coverings\)](#).

(Note: More restrictive Indiana University guidance regarding respiratory protection in specific settings supersedes this document.)



Personal Protective Equipment (PPE) for Employees

Employees may be required to wear other personal protective equipment (e.g., gloves, gowns, etc.) or respiratory protection due to the nature of their work.

Research will order PPE through the [form created by the Office of the Vice President for Research](#).

All other departments should order PPE through Purchasing. Details are available at purchase.sitehost.iu.edu/covid/covid.php.



N95 Respirator, fda.gov

Due to the shortage of PPE, such as N95 filtering face-piece respirators (FFRs) and barrier devices (surgical/isolation masks), Occupational Safety and Health Administration (OSHA) is permitting the reuse of these devices when the shortage is due to the COVID-19 pandemic. IU-EHS has developed guidance for the reuse of N95 FFRs and barrier devices ([Interim Guidance for the Reuse of N95 FFRs and Barrier Devices](#)).

All users of these devices should become familiar with this guidance. It permits the reuse of these devices up to 10 times when the devices are in good, uncontaminated condition and availability of the devices is low. The user must wait 5 days between the use and reuse of a device. Proper storage of these devices is required.

The Indiana University [Respiratory Protection Program](#) addresses respiratory protection requirements of employees; however, this program does not apply to surgical, isolation, and cloth face masks (which are not considered respirators).

Other PPE considerations for department planning includes:

- When departments operate in a unique setting (clinical, research, dental, childcare, etc.), PPE guidance originating from the appropriate regulatory agency, research protocol, or more specific IU guidance for that setting should be followed.
- In hazardous chemical or biological laboratories, cloth face coverings should be removed and replaced with disposable surgical masks when entering the laboratory area (see [Interim Guidance on Protection of Laboratory Personnel during the COVID-19 Pandemic](#) for more detailed guidance).
- Cloth or homemade masks/face coverings should not be used in lieu of respiratory protection (i.e., respirators) where it is required.
- Consider relocating employees to personal work spaces, alternating schedules, etc., in order to reduce the need for wearing face coverings.
- Implement mask and respirator reuse protocols where safe and feasible.
- Establish a consistent and adequate supply of the necessary PPE.

See "[Appendices](#)" for guidance developed by IU for a wide range of activities.





Building Ventilation

IU is committed to minimizing COVID-19 risk for building users by regularly inspecting air handling units, replacing filters, and ensuring air handlers are functioning as designed. IU will also continue to monitor and react to federal, state, public health, and industry standard heating, ventilation and air conditioning (HVAC) guidelines to manage and mitigate risk where possible.

Due to the variety of different building types, ventilation systems, and facility controls being utilized, no single set of guidelines can accommodate every individual building type or system across all IU facilities. In many cases, altering HVAC parameters (e.g., air flow, filter type, etc.) of existing ventilation systems beyond designed capabilities can have detrimental effects on the overall health and comfort of a building. Therefore, from a public and environmental health perspective, ventilation alterations should not be viewed as a substitute for physical distancing and masks in the overall University environment.

Some additional considerations for ventilation are:

- Unless there are specific design needs for a facility (e.g., laboratories), avoid overwhelming engineering and facilities teams with requests for individual air flow and HVAC design information.
- Building occupants should continue to contact facilities groups when it is too hot, too cold, or there appears to be some type of dysfunction with an existing system.
- Propping open exterior doors or windows is generally not recommended as it will cause the system to work less efficiently and can create excessive humidity in buildings (and related air quality concerns).
- Interior doors should not be propped open when that practice overrides mechanical interconnections, affects security, fire or life safety codes (e.g., to prevent the spread of fire), or chemical or biological containment practices (e.g., laboratories).



- Avoid the use of portable high velocity fans, especially in common areas or open offices when blowing across multiple workstations.

This guidance is also available online as [Interim Guidance on Ventilation Systems in IU Buildings](#).

Screening, Testing, Isolation, and Quarantine

A robust testing program is vital for maintaining the health and safety of the IU community during the ongoing pandemic. There are a variety of testing measures and plans in place that will continue through the fall semester, including pre-arrival, on-arrival, and mitigation testing. Find more information about COVID-19 testing at IU on the [IU covid website](#).

The following are guiding principles for illnesses and screening for campuses:

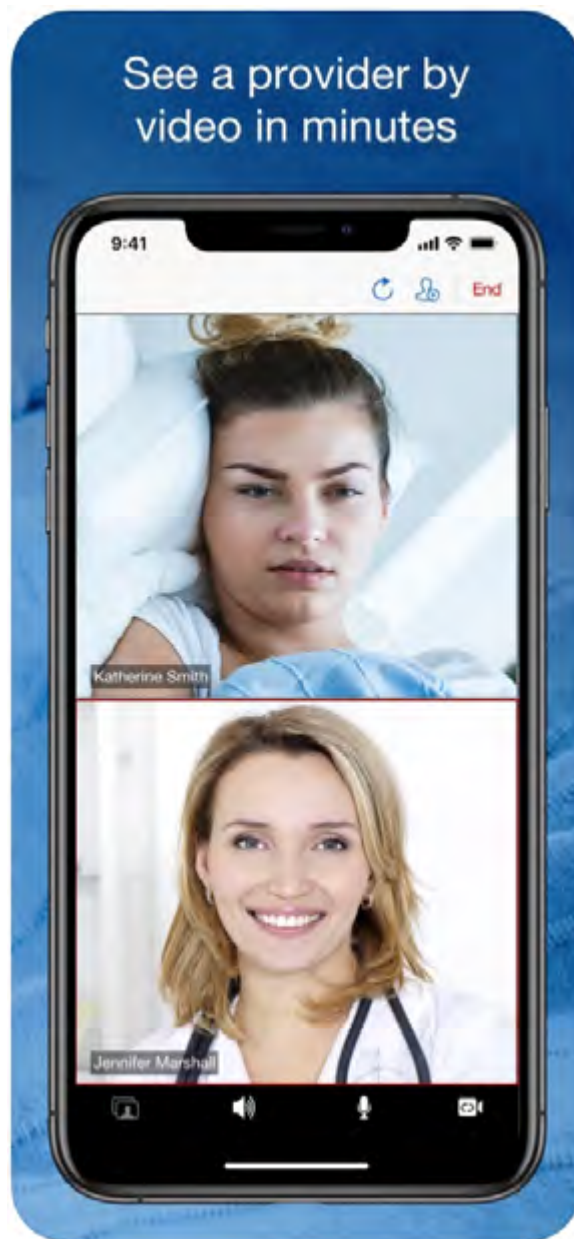
- Students and employees should stay home if sick or if a household member is diagnosed with COVID-19.
- All students and employees must be prepared to isolate or quarantine when necessary.
- Everyone must be prepared to participate in any case investigation and contact tracing with state, local, or university health officials.
- All students and employees must self-monitor health for symptoms of COVID-19 and use [IU Health's virtual screening protocol](#) when symptomatic. Some groups, such as those who work in areas such as food services, childcare, public transportation, athletics, etc., may undergo a health screening and temperature check regularly before work or work-related activities (temperature checks are not administered by IU Health).
- If you test positive for COVID-19, contract tracers will work with you as part of the case investigation to identify your close contacts. They will notify your close contacts of their exposure (while keeping your identity anonymous) and instruct them to self-quarantine. Additionally, if there are close contacts that you are comfortable notifying at the time you receive your result, such as housemates, family members, or friends, you can let them know immediately in order to help stop the potential spread of COVID-19.
- **Note:** A “close contact” is generally defined as someone who is within 6 feet of a person who is sick with COVID-19 for 15 minutes or more:
 - in the two days prior to symptom onset (or from the time of a positive test for asymptomatic cases), **and**
 - through someone’s infectious period (which is generally 10 days), or as otherwise identified by the contact tracing case investigator.)

IU Health COVID Health Services

- The IU community has access to IU Health screening and testing services at no cost to the individual. Access IU Health services at <https://iu-cra.eas.iu.edu/healthservices/>.
- If you begin feeling ill, are concerned about your health, or believe you may have COVID-19, search for “IU Health” in [One.IU](#) and locate the IU Health Virtual Screening Clinic.
- If warranted, the application may direct you to the 24/7 IU Health Virtual Screening Clinic. The clinic is staffed with IU Health nurses and physicians who will advise you on the next steps for screening, care, and/or testing.



- If deemed necessary by IU Health staff, you will be directed to the nearest IU or IU Health testing facility for a diagnostic test. Test results are typically available within 24–36 hours.
- If you are tested, IU Health will provide virtual medical support as you await test results. If positive, IU Health will provide self-isolation guidelines and conduct daily remote monitoring during your illness. IU Health will also provide guidance on when it is appropriate to return to work and school following illness.



COVID-19 test is completed and the result is positive, the employee should follow the isolation procedures outlined in the [COVID-19 Guidance for IU Community Members Self-Isolation Procedures](#).

The results of any positive test will be communicated to the individual, the Indiana State Department of Health, the local health department, and an Indiana University public health official within IUEHS. If warranted, IUEHS may contact the individual for additional follow-up.

IUEHS staff will advise facilities staff if temporary location closures or advanced cleaning is necessary on campus.

Employee Illnesses

Employees presenting potential COVID-19 symptoms should be immediately isolated from the rest of the employee population and advised to [access COVID Health Services through IU Health](#). If a test for COVID-19 test is completed and the result is negative, the employee can return to work 24 hours after their symptoms are gone. If a test for

All work-related injuries and illness shall be reported in accordance with [Occupational Injury and Illness Investigation Program](#) and with the [UHR Injury On-the-job Policy](#).

Isolation and Quarantine Procedures

Quarantine and isolation are designed to slow and stop the spread of communicable disease.

Isolation is when we separate someone infected with COVID-19 from others who are not sick.

Quarantine is when we separate and restrict movement of people who were exposed to COVID-19 to see if they become sick.

IU community members who have had close contact with a confirmed case of COVID-19, and were therefore likely exposed, should self-quarantine according to the [COVID-19 Guidance for IU Community Members Self-Quarantine Procedures](#).

IU community members who are COVID-19 positive should self-isolate according to the [COVID-19 Guidance for IU Community Members Self-Isolation Procedures](#).

If you are identified as a close contact, our team of contact tracers will provide next steps for your specific situation.

Positive tests - Isolation

After your positive test through IU Health, or after you report your non-IU Health positive result using [IU's self-report form](#), you'll receive detailed instructions from IU Health on isolation and next steps, which includes enrolling in the Twistle symptom-monitoring service. Through Twistle, you'll receive daily check-ins from an IU Health provider to ask about your symptoms and report any concerns or worsening symptoms. IU Health will also use Twistle to release you from quarantine or isolation via a text message notification.





Symptomatic positive tests

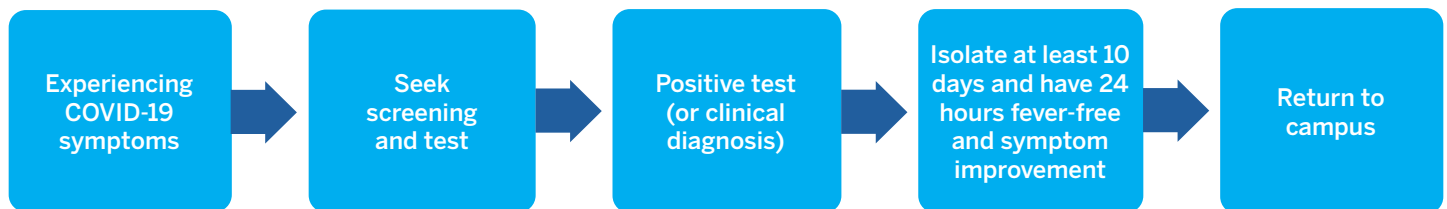
Symptomatic individuals who have had a positive test result for COVID-19 may return to work when they are no longer infectious to others.

An individual's infectious period is considered over when the following have occurred:

- A minimum of 24 hours has passed with no fever above 100.4 F (without the use of fever reducing medication);
- Other symptoms have improved; and
- At least 10 days have passed since symptoms first appeared; and/or
- Have been cleared by IU Health's return from self-isolation protocol.

If an employee becomes symptomatic at work, send them home and direct them to the [IU Health screening tool](#) for potential testing and to await results.

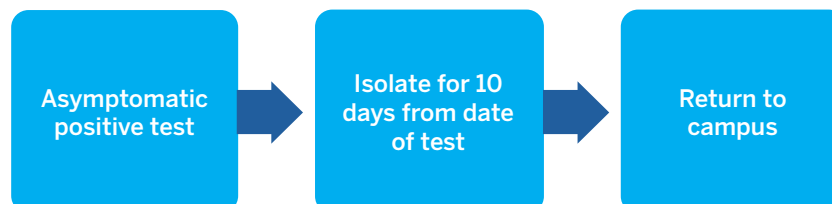
If the individual's test is negative for COVID-19 and they are not in quarantine because of exposure, they can return to campus once they have been fever-free for 24 hours and have improving symptoms. If the test is positive, then they will get a call from IU Health informing them of their result and to isolate. Contact tracers will call the individual for case investigation, to identify close contacts, and to enroll in the Twistle symptom-monitoring service.



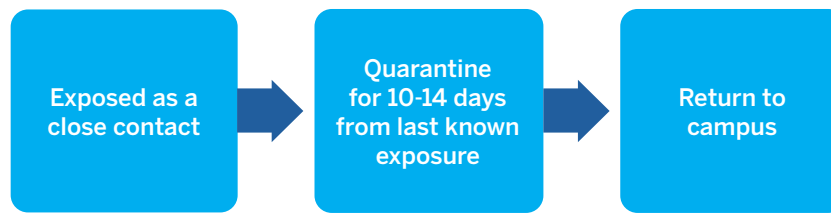
Asymptomatic positive tests

If the individual received a positive test while asymptomatic and remains asymptomatic, then they should isolate for 10 days from the

time of the test. If they develop symptoms during that timeframe, then they should isolate as described above for symptomatic cases.



Exposures - Quarantine



If you are identified as a close contact by a university health official, or after you report your own exposure as a close contact using [IU's self-report form](#), you'll receive detailed instructions on quarantine and next steps, which includes enrolling you in the Twistle symptom-monitoring service. Through Twistle, you'll receive daily check-ins from an IU Health provider to ask about your symptoms and report any concerns or worsening symptoms. IU Health will also use Twistle to release you from quarantine or isolation via a text message notification.

The incubation period for COVID-19 is 2-14 days from the time of someone's exposure. Therefore, IU community members who are identified as a close contact of a confirmed case of COVID-19 must quarantine for 10-14 days from their last known exposure to see if they become sick, and must monitor their health daily. If you remain symptom-free after day 10 of quarantine, you may end your quarantine period at that time. However, continue to avoid crowds, maintain physical distance, wear a mask/face covering, and practice good hand hygiene. If you experience symptoms after day 10 of quarantine, contact IU Health or your medical provider and avoid others until you are directed that it is safe to do so.

If you develop symptoms during quarantine, use the IU Health screening tool to access testing and isolate yourself while you await results. If a test shows you are positive for COVID-19, follow the guidance above for isolation when symptomatic.

A **close contact** in a community or campus setting is determined by contact tracers during case investigation. For COVID-19, a close contact is generally defined as someone who was within six feet of a positive case of COVID-19 for at least 15 minutes, regardless of the use of masks, either within the two days prior to the case's symptom onset, or in the two days prior to the case receiving an asymptomatic positive result. Other situations where someone is defined as a close contact may include living with or providing care with someone who is sick with COVID-19.

Note: The definition of a close contact excludes those who have had COVID-19 in the past three months. People who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months as long as they do not develop symptoms again. People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.



GUIDANCE for PHYSICAL SPACES

Common Areas

Common areas provide a challenge for physical distancing protocols. Common space protocols include:

- Employees should wear a mask.
- Employees should consider bringing their own meals if possible and eating at their desk to limit congregations in break rooms.
- Any place where a line forms, physical distancing should be maintained. In places where this is particularly hard to achieve, provide visible markings with tape to illustrate safe distances.
- Display signage that reminds people to maintain safe physical distancing in common areas (see [signage](#) section for approved examples).
- Where applicable, encourage the use of stairs instead of elevators.

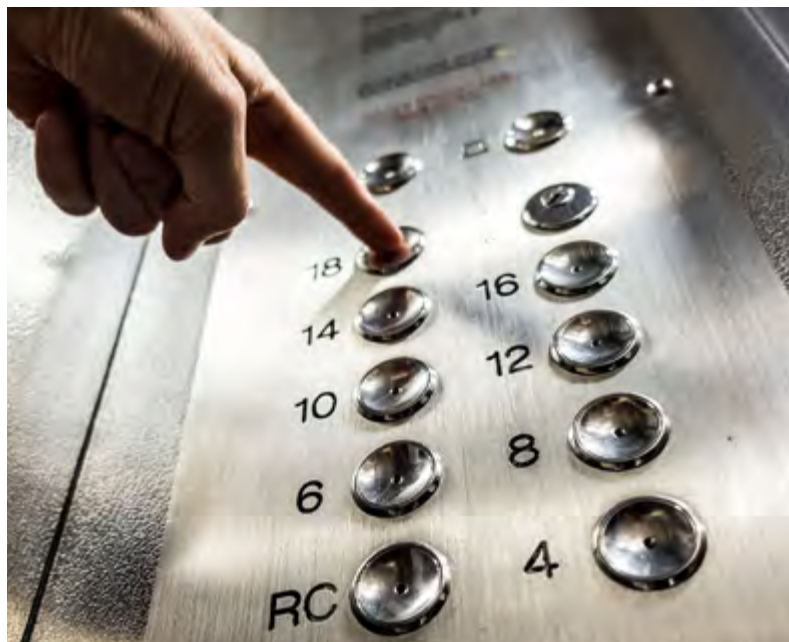
Supply for offices:

- Common areas such as main department offices should have hand sanitizer, sanitation wipes, and signage on how to prevent the spread of disease (see section on [hygiene](#)).
- Employees should have access to an appropriate number of sanitation wipes for desks in the office. Sanitation wipes can be [requested from facilities through an online form](#).

- If proper physical distancing cannot be maintained, the use of conference rooms should be restricted. If conference rooms must be used, sanitation wipes should be provided in the room.

Departments operating in leased and/or multitenant facilities will need to work with building management to ensure implementation of the above protocols.

Elevators



Hand sanitizer stations will be provided at the exits of each high-traffic elevator as determined by facilities. It is encouraged that individuals use the stairs when possible, and less than two individuals ride an elevator at a time.

Building Entries and Exits

Hand sanitizer stations will be provided at the entries/exits of each high-traffic building as determined by facilities.

Employees should avoid congregating in close proximity during entry into buildings, and should maintain adequate social distancing.

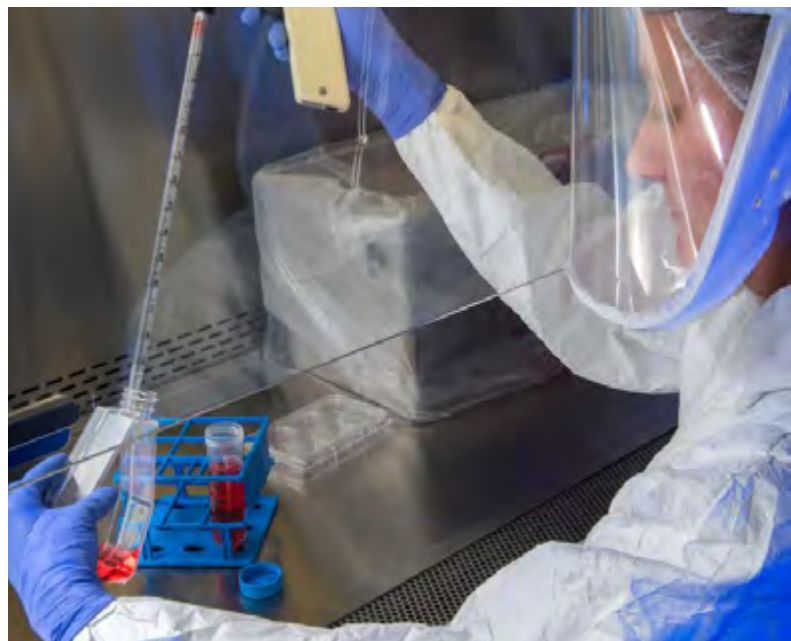
Water Fountains and Public Water Access



Water fountains should be equipped with signage that requires the use of personal or provided containers (cups) when getting water.

Departments are responsible for providing disposable cups to employees upon request to ensure that adequate availability of water exists for each employee. Employees may use their own cups if desired.

Chemical and Biological Laboratories



Gathany, James, 2019

In hazardous chemical or biological laboratories, specific laboratory guidance noted above exists for face coverings (see [Interim Guidance on Protection of Laboratory Personnel during the COVID-19 Pandemic](#) for more detailed guidance).

Laboratories should also consider other safety-related factors associated with a labs in hibernation due to COVID-19. Information on this topic can be found in [Interim Guidance for Bringing Laboratories Out of Hibernation](#).

Camps, Childcare Facilities, and Programs with Children



Childcare facilities on campuses should follow risk mitigation strategies here along with in-state Family and Social Services Administration (FSSA) guidance and CDC Business Plans guidance, which includes

some of the following:

- Give priority of care to essential workers.
- Advise those faculty and staff in COVID-19 vulnerable populations about the potential enhanced risk of providing care.
- Maintain physical distance and not allowing more than 20 children within one classroom or area.
- Recommend maintaining children

in consistent groups with the same caregivers.

- Allow one hour a day for cleaning and disinfection without children present.
- Require anyone over the age of two to wear a mask.
- Implement daily health and temperature screenings.



Configuring Spaces for Learning and Work

Space requirements for classrooms and offices will vary depending on the primary activity taking place in the space, with at least 60 square feet per person needed to maintain physical distance.

A comfort factor of roughly 120 square feet per person may be applied to the total area:

- in areas that require a high degree of mobility or motion throughout the activity,
- where occupants come and go frequently, or
- where available space is reduced through obstructions, furniture, and equipment.

These guidelines apply to different types of learning and work spaces, including classrooms, offices, conference rooms,

lounges, information study spaces, and libraries.

Sample space configurations will be provided to registrars and facility directors. Additional questions about unique challenges may be directed to the Capital Planning and Facilities Interiors office.

Find more information in the [COVID-19 Facilities Restart Guidelines](#).





Gyms, Pools, and Fitness Centers

Gyms, pools, and fitness centers should follow recommended risk mitigation strategies along with state and local health department guidelines.

In addition to the other aforementioned requirements within this document, the following guidelines (which align with CDC guidance) also apply:

- Provide disinfectant and paper towels in all rooms and near equipment.
- Clean and disinfect all common touchpoints and equipment, such as treadmills, weight machines, and similar items after each use. If patrons will be performing disinfection of equipment, provide signs that explain the disinfection requirements and proper disinfection procedures.
- Implement no-touch entry or check-ins where possible.
- Encourage patrons to bring their own water bottles and drinks.
- Advise patrons to stay home if they are ill.
- Class sizes and equipment must be spaced to accommodate physical distancing (at least 6 feet between people and equipment).

- Limit users to 25% occupancy initially. Occupancy levels will be revisited as outbreak conditions change.
- Continue to offer virtual workout options.
- High-risk employees should minimize their contact with other guests and employees.
- Consider the use of outdoor exercise classes where possible.

See [Interim Guidance for Gyms and Fitness Facilities](#) and [Interim Guidance for Swimming, Spa, and Therapy Pool Operations](#) for detailed guidance on operating during the COVID-19 pandemic.



Emergency Evacuations



For emergency evacuations that occur inside (e.g., tornado drill), masks are expected to be worn during the evacuations. Employees working in personal spaces should keep masks readily accessible in preparation for these scenarios. Physical distancing should be maintained when possible during these scenarios.

Signage

Effective use of signage can be a very easy way to remind people to reduce their risk or let visitors know you are looking out for your employees.

The university, through IU Studios and Facility Operations, has designed standard, branded informational signage. Signage will focus on behavioral reminders and health information.

Durable, professionally printed signs will be sent to facilities in July, and their staff will determine where to place signs

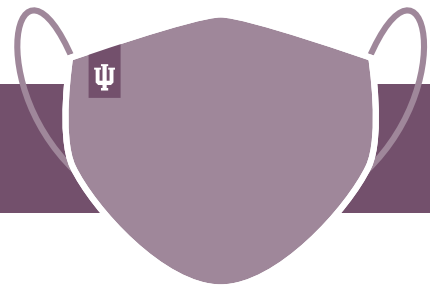
Interim signage that can be printed on-site as needed is [available in Box](#) now.

Contact your building manager if you have questions about signage after July 2020.

**We all use
it so we all
clean it.**



**Wear it
so we don't
share it.**



I PROTECT U.

TRANSPORTATION *and* LOGISTICS



Travel to Work

Employees travel to work in a variety of methods, including in personal vehicles and on public transportation. Departments should encourage employees to maintain physical distancing recommendations of 6 feet when traveling to work. Where physical distancing is not possible or difficult to maintain, employees should be encouraged to wear a mask.

Departments should also encourage their employees to take additional measures to protect themselves by frequent cleaning and disinfecting of surfaces in personal vehicles and to disinfect after refueling their vehicles.

Business Travel

Only essential IU travel through the end of 2020 is permitted. The following applies to IU-sponsored and work travel:

- Intercampus travel to IU campuses is permitted. However, other means of conducting business, such as teleconferencing, are strongly encouraged.
- Essential IU travel should align with research restart guidelines or academic mission. Travel must be approved by

the EVP, VP, AVP, dean, or their designee (fiscal officer).

- All travel arrangements should be made through University Travel Services.



International travel guidance:

Upon arriving to IU from an international location, you must spend 14 days at home, monitoring your health and practicing physical distancing.

- Remain out of public places.
- Do not attend in-person classes or engage in in-person work, research, or other activities on campus.

- Limit your interaction with others as much as possible, and keep your distance from others (6 feet or 2 meters).

This guidance is based on current CDC guidance and presidential directives, and is therefore subject to change.

IU-Provided Transportation

Physical distancing may not be feasible when using campus transportation (vans, buses, vehicles).

Passengers should keep risks to a minimum by following CDC guidance and using the following strategies to minimize risk:

- Encourage walking and biking as much as possible.
- Wear cloth masks on all transportation.
- Sanitize hands with personal hand sanitizer after exiting the vehicle.
- Clean/disinfect the vehicle after use. (See [Interim Guidance for the Cleaning and Disinfection of IU-provided Transport.](#))



HUMAN RESOURCES *and* EMPLOYEE ACCOMMODATIONS



For staff and temporary employees, information regarding current human resources guidance can be found on the [“Working Through COVID-19”](#) website or specific questions can be emailed to askhr@iu.edu. Staff and temporary employees who need a specific accommodation due to being “at risk” should complete the [Community Responsibility Acknowledgement form](#).



812-856-1234
askHR@iu.edu

APPENDICES



Guidance has been developed by Indiana University for the following activities, but please note that guidance may change as CDC, OSHA, and other regulatory guidance is updated or issued:

- [*Interim Guidance for Employees Performing Maintenance on Air Handling Units \(AHUs\) in Residential and Clinical Buildings*](#)—This document provides guidance to employees performing maintenance in air handling units that service residential and clinical buildings.
- [*Interim Disinfection and Cleaning Recommendations Summary*](#)— This guidance provides an overall summary of the disinfection and cleaning strategy for the COVID-19 pandemic response.
- [*Interim Guidance for the Reuse of N95 Filtering Facepiece Respirators and Surgical/Isolation Masks*](#)—This document provides guidance for the reuse of N95 FFRs and surgical/isolation masks.
- [*COVID-19 Guidance for IU Community Members Self-Quarantine Procedures*](#)—This document provides guidance to IU community members on proper self-quarantine procedures.
- [*Interim Faculty and Staff Guidance Checklist–COVID-19*](#)—This document provides general COVID-19 prevention guidance to IU faculty and staff.
- [*Interim Mailroom Guidance*](#)—This document provides guidance for the use of PPE, physical distancing, and disinfection of common touchpoints in mailrooms.
- [*Interim Guidance for Employees Performing Operations in Buildings Occupied by IU Health*](#)— This document provides guidance to employees performing operations in buildings occupied by IU Health.

- [Interim Guidance for the General Public during the COVID-19 Pandemic](#)—This document provides guidance on COVID-19 prevention to anyone at IU.
- [Interim Guidance for Gym and Fitness Facilities](#)—This document provides guidance to gyms, fitness facilities, and other similar facilities.
- [Interim Guidance for Swimming, Spa, and Therapy Pool Operations](#)—This document provides guidance to facilities with pools, spas, and therapy pools.
- [Interim Guidance for Confined Water SCUBA Operations](#)—This document provides guidance for SCUBA operations.
- [Interim Guidance on Masks \(Face Coverings\)](#)—This document provides guidance to IU community members and visitors on wearing masks/face coverings on IU campuses.
- [Interim Guidance on Protection of Laboratory Personnel during the COVID-19 Pandemic](#)—This document provides guidance to laboratory personnel on the use of respiratory protection.
- [Interim Guidance for Bringing Laboratories Out of Hibernation](#)—This document provides guidance for bringing laboratories out of hibernation.
- [Interim Guidance on the Use of Non-NIOSH-Approved Respirators When Respiratory Protection Is Required for Work](#)—This document provides guidance on the use of non-NIOSH-approved respirators when respiratory protection is required for work.
- [Interim Guidance for the Cleaning and Disinfection of Golf Carts and Off-Road Vehicles](#)—This document provides guidance on the cleaning and disinfection of golf carts and other off-road vehicles.
- [COVID-19 Guidance for IU Community Members—Self-Isolation Procedures](#)—This document provides guidance for IU community members on self-isolation procedures.
- [Interim Food Service Guidance—COVID 19](#)—This guidance provides guidance for food service employees during the COVID-19 pandemic.
- [Interim Self-Monitoring Infographic](#)—This document is an infographic of proper self-monitoring procedures.
- [Interim Guidance for Employees Performing Laundry Services](#)—This document provides guidance for employees performing laundry services.
- [Interim Guidance for the Cleaning and Disinfection of IU-provided Transport](#)—This document provides guidance for the cleaning and disinfection of IU-provided transport.
- [Interim Guidance on Outdoor Recreational Activities](#)—This document provides guidance for both unorganized and organized outdoor recreational activities.
- [Interim Guidance for Housed Student Organization “Late Plate Fridge and Kitchenette Service”—COVID-19](#)—This document provides guidance for “Late Plate Fridges” and kitchenettes in Housed Student Organizations at IU.





**PUBLIC SAFETY AND
INSTITUTIONAL ASSURANCE**