

**6**  
reminders



In public spaces wear a  
**Face covering**

**Cover**

coughs and sneezes



At all times,  
maintain 6 feet of

**Physical  
distancing**

Stay home if you or someone  
in your household are  
experiencing COVID-19

**Symptoms**



**Wash**  
your hands

**Disinfect**  
surfaces and high-touch  
objects regularly



**Idaho State  
University**

**COVID-19 Hotline: (208) 282-2705**  
[covid@health.isu.edu](mailto:covid@health.isu.edu)  
[isu.edu/roaringback](https://isu.edu/roaringback)

### **Face Coverings**

Face coverings are required in all shared or public spaces such as common work areas, hallways, meeting rooms, classrooms, research labs, when meeting with someone in a private office, and outdoors when in the presence of other individuals.

### **FERPA/HIPAA**

Due to federal privacy regulations, a student or employee's personal health information must be kept confidential and generally may not be disclosed without specific written consent or in certain legally-defined situations. Therefore, if a student or employee discloses their medical information to you, do not share that information with colleagues or other students unless the Health Committee provides instructions to do so.

# What do I do if ...

**A GUIDE FOR WHAT TO DO  
IN SITUATIONS RELATED TO  
COVID-19**



**Idaho State  
University**

# What do I do if...

Use the check marks to guide your actions or the guidance you provide to those who report COVID-19 like illness or a positive test result.

	I have symptoms or test positive	I'm an instructor and a student reports symptoms or tests positive	I'm a supervisor and an employee reports symptoms or tests positive
	Instruct the affected individual to:		
Self-isolate at home; do not come to campus	✓	✓*	✓*
Report illness using the COVID-19 self-reporting form at <a href="http://isu.edu/roaringback">isu.edu/roaringback</a>	✓	✓	✓
Participate in contact tracing with the local health department and/or COVID-19 Health Committee	✓	✓†	✓†
Report illness to supervisor (if employee) or instructors and RA (if student)	✓		
Contact primary care provider or University Health via phone to discuss illness and need for testing (see phone number below)	✓	✓	✓
	Supervisor/instructor should:		
Close the workspace and contact Facilities Services for cleaning (see phone number below)			✓
Refrain from sharing anyone's health information with others unless they receive instructions from the COVID-19 Health Committee		✓	✓

\* Reference the FAQs on the Roaring Back website for what to do in unusual circumstances.

† If the student or employee has tested positive or is presumed positive, please provide information about any close contacts in your course or office space during that person's infectious period to [COVID@health.isu.edu](mailto:COVID@health.isu.edu).

- Title the email "Close Contacts: [insert location or course]."
- In the body of the email include the name of the positive individual, names of close contacts, the days the contact took place, and the nature of the contact.

## Definitions

**Close contact:** being within 6 feet of an individual with COVID-19 for more than 10 minutes

**Presumed positive:** a person who had close contact with a known COVID-19 case is now experiencing symptoms of COVID-19

**Infectious period:** during illness and the 72-hour period before symptom onset

## Helpful numbers

University Health	(208) 282-2330
Unity Health in Meridian	(208) 895-6729
Human Resources	(208) 282-2517
Facilities Services	(208) 282-4086
Dean of Students Office	(208) 282-2794