

March 22, 2020 – 7:15 p.m.

Dear Iowa State Community,

As Spring Break comes to an end, we are writing with new guidance for those returning from travel outside of Iowa.

Governor Reynolds has announced that **anyone who has traveled recently outside of Iowa is [strongly encouraged to self-isolate for 14 days](#)** to support ongoing efforts to mitigate the spread of COVID-19.

We direct any member of the Iowa State community returning from Spring Break vacation or other travel to follow this guidance:

- Stay home for 14 days after returning from travel outside of Iowa.
- Do not come to work for this 14-day period. Contact your supervisor to discuss your options, which may include:
  - Telework/remote work to the extent that your job allows.
  - The university is reviewing the federal and state programs related to leave and anticipate further guidance within the week. The employee should take available leave, and as we activate new program(s), the employee's leave balance may be corrected if necessary.

While you are self-isolating, please do the following:

- Take your temperature with a thermometer two times a day and monitor for fever, cough and shortness of breath or difficulty breathing. If you have symptoms, call ahead before going to your doctor's office or the emergency room.
- Keep your distance from others – stay a minimum of 6 feet apart.
- Wash your hands often with soap and water for at least 20 seconds.

If you have returned from travel outside of Iowa and your job requires you to come to campus, you can request an exception to the 14-day self-isolation by emailing [covid-19@iastate.edu](mailto:covid-19@iastate.edu) or calling 515-294-4428 with the following information:

- Name and phone number
- Dates of travel

- Location of travel including any airports traveled through
- Any known contacts with a confirmed case
- Reason for requesting exception

We appreciate you taking these important steps to help slow the spread of COVID-19 and protect our community. If you have any questions about this directive, please contact covid-19@iastate.edu or call 515-294-4428. We will continue to share new information through these university communications and on the [campus safety page](#).

Sincerely,

Wendy Wintersteen  
President

Erin Baldwin  
Assistant Vice President for  
Student Health and Wellness and  
Director of Thielen Student  
Health Center

Kristi Darr  
Interim Vice President for  
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