

**COVID-19 PROCESS  
GUIDELINES WHEN  
STUDENTS ARE ILL, A  
CONTACT OR TEST POSITIVE**

Info  
as of  
9/11/20 v4

**IMPORTANT! This is a GUIDELINE to communicate the processes in place to help our campus navigate through COVID-19. This document will likely be updated as we continue to learn more and will be marked with an "As of Date" and a Version #.**

**IF A STUDENT**  
1-Becomes symptomatic  
**OR**  
2-Is a contact\* of someone who is positive  
**OR**  
3-Tests positive...

If a student shares with you that they are experiencing any of these three, give them instructions based on if they are a commuter or residential student **AND** call the Health Center at 304/876-5161 ASAP.

**RESIDENTIAL STUDENT**  
Immediately returns to res hall,  
Calls RA and Health Center, and  
Isolates in room until further  
instructions are received

**COMMUTER STUDENT**  
Immediately goes home,  
Calls Health Center, and  
Isolates until further instructions  
are received

**POSITIVE TEST**  
SU Health Center  
works  
immediately with  
student to help  
determine next  
steps.  
  
Health Dept.  
contacts student  
within 24 hours of  
receiving the  
positive test  
results through  
the state system

**CONTACT**  
SU Health Center  
works  
immediately with  
student to help  
determine next  
steps.  
  
Health Dept. calls  
all individuals  
deemed a  
"contact" that  
need to  
quarantine.

**SYMPTOMATIC**  
SU Health Center  
will assess student  
to help determine  
next steps which  
may include  
getting a COVID  
test. We have  
several options  
for our students  
to get tested.

This will provide some assurances to faculty that the student is able to safely return to class.

**FACULTY:**  
Student Affairs will send an email to a student's specific professors stating they are involved in a COVID Event and that they will not be in class. We will provide a projected date for "end of quarantine" for the students.  
Students will request documentation from the Health Dept. or the Health Center confirming when they are able to return to class.

Faculty will be asked to work with their students to prevent falling behind in course work.

**WHAT IS A "CONTACT\*":** *GENERALLY*, individuals are not considered by the Health Department to be a contact *unless* they were within 6' of a positive person for longer than ten minutes. Wearing a mask *greatly* reduces this exposure. If you remain 6' away from everyone **AND** you keep your face covering on, you will likely **NOT** be considered a contact. This varies case by case and contacts will be determined by the local health department, not Shepherd University.

**NOTE the DIFFERENCE:** Health Center-located at Shepherd University; Health Department-county level health authority

**Shepherd University Health Center: 304/876-5161 or healthcenter@rams.shepherd.edu**