NORTHEASTERN STATE UNIVERSITY

RiverHawk Response:
Student Guide to COVID-19

Attention: This document is intended for internal communication only.

As we plan to reopen, NSU's mission of offering a service-oriented, supportive learning environment where students prepare to achieve professional and personal success in a multicultural and global society has never been more important or significant. With student success and service-oriented support in mind, this document has been created to help NSU model the way as a community in our shared efforts to protect ourselves and one another from COVID-19/coronavirus.

It is important to remember that information related to this global pandemic is changing and evolving all the time. Therefore, RiverHawk Response plans and processes will also evolve as data drives our decision making. This is a fluid document and is subject to change based on local, state or national conditions or requirements. To stay abreast of the latest NSU updates, please visit the following link regularly: ***www.nsuok.edu/coronavirus***.

We understand there will be many questions related to COVID-19 and NSU's return to campus plans, and we want to be a resource to provide the answers you need. To electronically submit questions and concerns, or to report a positive test or requirement to quarantine, please complete the Coronavirus Concerns form at: ***https://www.nsuok.edu/ReportConcern.aspx***.

If you prefer, you may also email or call Student Affairs at: ***studentaffairs@nsuok.edu*** or 918-444-2120.

Additional information related to COVID-19/coronavirus is available through the ***Oklahoma State Department of Health*** website: ***https://coronavirus.health.ok.gov/***.

Student Affairs will also serve as a **resource for faculty and staff** to ask any questions they may have related to this document and its implementation. Please call 918-444-2120 or email ***studentaffairs@nsuok.edu*** as needed.
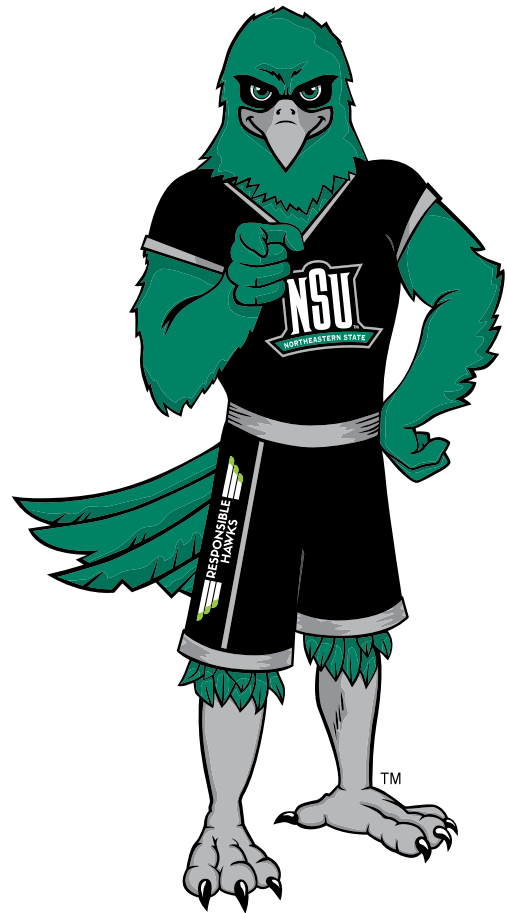
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What Students Should Do

General Guidelines

- Each day, students should perform a CDC symptoms of coronavirus self-checker to make sure they are safe to attend classes and visit campus. A *symptom checklist* can be found here: *https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html*.

- It is important for you to notify the institution immediately if you test positive for COVID-19. Students may report their positive test through the Report a Concern Link: *https://www.nsuok.edu/ReportConcern.aspx*. If you have difficulties accessing or completing the form, or if you have any questions, please contact Student Affairs at 918-444-2120.

- If you are sick, stay home. Please contact your faculty as soon as possible to discuss missed work and/or alternate classroom arrangements.

- If you will miss class for an extended period of time due to COVID-19 illness or quarantine, please contact your instructors to discuss missed work and submit a report through the following link: *https://www.nsuok.edu/ReportConcern.aspx*.

- If you would like to discuss accommodations related to a high-risk condition, disability or coronavirus/other illness, please contact the Educational Access/Student Disability Services office:

  Tahlequah: *sdstah@nsuok.edu*; 918-444-2042

  Broken Arrow: *sdsba@nsuok.edu*; 918-449-6139

- Always remember to protect yourselves and others by following CDC coronavirus prevention guidelines: *https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html*.

- If you are ill or believe you have been exposed, it is important to quarantine from others immediately and arrange for coronavirus testing (see below for more information).

- Students should continue to quarantine after being tested while waiting for test results.

- Follow the guidance provided by your healthcare provider once you receive your test results.

- If you test negative for the coronavirus but are still feeling ill, stay home until you are fever free for 72 hours.

COVID-19/Coronavirus Testing Options

Coronavirus testing may be obtained free of charge at any county health department. *www.coronavirus.health.ok.gov/testing-sites* Cherokee County Health Department: 918-456-8826 Muskogee County Health Department: 918-683-0321 Wagoner County Health Department: 918-485-3022 Tulsa County Health Department: 918-582-9355 *www.tulsa-health.org*
Tests are also available free of charge at any Cherokee Nation tribal clinic. WW. Hastings: 918-458-3100
Arkansas Verdigris Valley Health Centers in Muskogee, Porter, and Coweta (tests are free): Coweta Clinic 918-486-5564. NEO Health at NSU Tahlequah 918-444-2126. All student office-visit copays will be paid by NSU.
NEO Health in Muskogee 918-683-0470. All office-visit copays will be paid by NSU.

If You Test Positive

- You will be asked for documentation of your positive test. Once the positive test is confirmed, NSU will initiate protocols for cleaning, notification, and accommodation. Students should report their positive COVID-19/coronavirus test through the Report a Concern link: *https://www.nsuok.edu/ReportConcern.aspx*.

- You will be contacted by the State Health Department following a positive test. They will provide you with additional information, support resources and instructions.

- If you are a resident of University Housing, follow the University Housing policy and procedure related to COVID-19. If you have questions, you may contact housing at 918-444-4700.

- Students who have been ill with coronavirus may *return to campus/class* when they have been fever free without medication for 72 consecutive hours, respiratory symptoms have improved, and at least 10 days have passed since symptoms first appeared. They may also return with a doctor's written recommendation/approval to return to class, or with 2 documented negative test results in a 24- to 48-hour period.

If You Need to Quarantine

- Those who are required to quarantine should notify Student Affairs by utilizing our online form, *https://www.nsuok.edu/ReportConcern.aspx*.

- If you are required to quarantine, contact your faculty as soon as possible to make arrangements related to missed work.

If You Work on Campus

- Notify your supervisor and refer to the Return to Campus Employee Protocol & Process Document: *https://offices.nsuok.edu/Portals/17/documents/coronavirus/Employee%20 Return-to-Campus%20Protocol%20and%20Process.pdf*.

Health Department Support Information

- Oklahoma county health departments will provide testing and information related to COVID-19, contact tracing, quarantine, and isolation.
- If you test positive for COVID-19, the health department will contact you to ask a series of questions about your health, begin contact tracing, and give you instructions and resources for the isolation/quarantine period.
- The contagious period begins 2 days before symptoms begin; therefore, individuals who test positive will be asked to provide a list of individuals they have been in contact with from the beginning of their contagious period until the time they began isolation. Contact is typically defined as being within 6 feet of a person for more than 15 minutes during the contagious period.
- The health department will follow up with you to monitor your symptoms and provide guidance and support as needed.

NSU Policies & Procedures

When a student at NSU is confirmed to have tested positive for COVID-19, NSU will initiate protocols for cleaning, notification, and accommodation. Information related to these policies and procedures can be found below:

Cleaning Protocols

NSU Facilities Management provides daily cleaning and disinfecting of campus buildings in all common areas. Facilities Management is also focused on high use and higher risk areas for additional disinfecting multiple times per day. Facilities Management has been able to secure an appropriate amount of disinfectant product and cleaning supplies and will continue to monitor and procure additional resources as needed.

Facilities Management has also obtained electrostatic vapor disinfection equipment for applying disinfectant. This equipment will be used in both preventative and treatment applications. In order for the disinfecting vapor to work correctly, it is critical for personal work spaces to be free of unnecessary items and clutter.

In the event of an emergency, Facilities Management has also partnered with on-call cleaning professionals to treat or remediate buildings and/or spaces as necessary.

Facilities Management follows all CDC sanitation guidelines.

University Housing

Please contact University Housing for guidelines related to housing residents and COVID-19. They can be contacted at 918-444-4700 or *housing@nsuok.edu*.

Campus Events

For more information regarding campus events during Covid-19, please visit *https://offices.nsuok.edu/Portals/17/documents/coronavirus/Guidelines%20for%20On-Campus%20Events.pdf*.

NSU Coronavirus Updates

For the most current coronavirus information related to NSU, please visit the following link: *www.nsuok.edu/coronavirus*.

Masks/Face Coverings

All students will be provided with one reusable/washable mask. Per CDC guidelines, NSU recommends and will reinforce use of face coverings among students, faculty and staff. Face coverings should be worn as feasible and are most essential in times when physical distancing is difficult.

Information for Employees (Includes Student Employment at NSU)

For information regarding employee return to campus and protocol, please visit *https://offices.nsuok.edu/Portals/17/documents/coronavirus/Employee%20Return-to-Campus%20Protocol%20and%20Process.pdf*.

Athletics Policy

Athletics will follow the *guidelines* developed by the NCAA and MIAA.

Information Sharing & Privacy

What happens to my health information (positive COVID-19/Coronavirus test result) when I share it with NSU?

Once we receive documentation of a positive coronavirus test, designated individuals/departments on campus will be notified. These include:

- Student Affairs (AVP/Dean of Students)
- Emergency Management (Emergency Manager)
- University Housing Director and your roommate(s) if you are a resident
- Human Resources Director if you are a student employee
- Athletics if you are an athlete (Athletic Director)
- The appropriate Vice President and University Cabinet

You may also identify others whom you would like for us to notify about possible exposure following your positive COVID-19 test. Definitions of exposure or contact can be found on page 9. You will be able to complete a form giving permission to disclose your **name and diagnosis of a positive COVID-19 test** when you submit documentation of your positive test. Otherwise, we may provide a general notification of potential COVID exposure **without providing your name**. This may include but is not limited to:

- Faculty
- Classmates you had close contact with
- Individuals you work with on campus
- Individuals you made contact with at a university event
- Individuals you ate with on campus
- Visitors or others you came in contact with in the residence halls
- Individuals you may have studied with or been close to in the library, UC or other study/ hang out spaces
- Lab partners
- Other individuals on campus you believe you may have exposed (see definition of exposure page 9)

The information you provide will also allow NSU to better partner with the Health Department in their efforts to undertake contact tracing efforts.

Notifications to Faculty

If you would like for Student Affairs to disclose your positive test results to your faculty, you can give permission for us to do so. You will be able to complete a form giving permission to disclose your **name and diagnosis of a positive COVID-19 test** when you submit documentation of your positive test.

Without a release, we may provide a general notification to faculty of potential COVID exposure **without providing your name**.

If you will miss class for an extended period of time due to COVID illness, notification will be sent to your faculty once Student Affairs receives documentation of the test results. This notification will provide your name, but **will not provide your diagnosis of a positive COVID-19 test** unless you give us permission to do so. Notification will indicate only that you will be missing class due to medical reasons. You will be able to complete a form giving permission for us to disclose your **name and diagnosis** when you submit documentation of your positive test if you choose to do so.

Please keep in mind that your faculty cannot disclose your diagnosis to other students. Likewise, they will not disclose the diagnosis of your classmates to you.

Quarantine

If you are required to quarantine, please notify your faculty and Student Affairs *(https://www.nsuok.edu/ReportConcern.aspx*; email address, *studentaffairs@nsuok.edu*).

Contact Tracing vs. Notification

Contact tracing is a process of ongoing outreach and follow-up with individuals who have tested positive or who have been exposed to COVID-19. Contact tracing is initiated, documented, and maintained by the Oklahoma Department of Health.

NSU will not practice contact tracing as practiced by the Health Department and will not take the place of this process. Efforts will be made, instead, to collaborate with the Health Department as needed without impeding their process. NSU may provide notifications to those with an educational need to know, following a completed release of information form from the student, or for health and safety emergency purposes.

Notifications will comply with Department of Education guidelines related to FERPA privacy considerations and Personally Identifiable Information (PII) during COVID-19:

https://studentprivacy.ed.gov/sites/default/files/resource_document/file/FERPA%20and%20 Coronavirus%20Frequently%20Asked%20Questions.pdf

Definitions

Confirmed Case: NSU considers a case confirmed when the Health Department contacts the Emergency Manager to confirm a positive case and/or when documentation is submitted to NSU.

Contagious Period: The contagious period is considered to be 2 days (48 hours) before symptoms begin and lasts until isolation begins or until the illness ends if the individual does not isolate. Students who have been ill with coronavirus may return to campus/class when they have been fever free without medication for 72 consecutive hours, respiratory symptoms have improved, and at least 10 days have passed since symptoms first appeared. Students may also return to campus/class with medical clearance from a medical provider, and/or with 2 negative tests in a 24- to 48-hour time period.

Exposure or Contact is considered contact with an individual within 6 feet, for more than 15 minutes, during the contagious period.

Isolation separates sick people with a contagious disease from people who are not sick.

Quarantine separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick. These people may have been exposed to a disease and do not know it, or they may have the disease but do not show symptoms.