

# NORTHEASTERN STATE UNIVERSITY

## RiverHawk Response: Student Guide to COVID-19

*Updated for Fall 2021*

**Attention: This document is intended for internal communication only.**

This document has been updated to connect students to information and resources related to COVID-19.

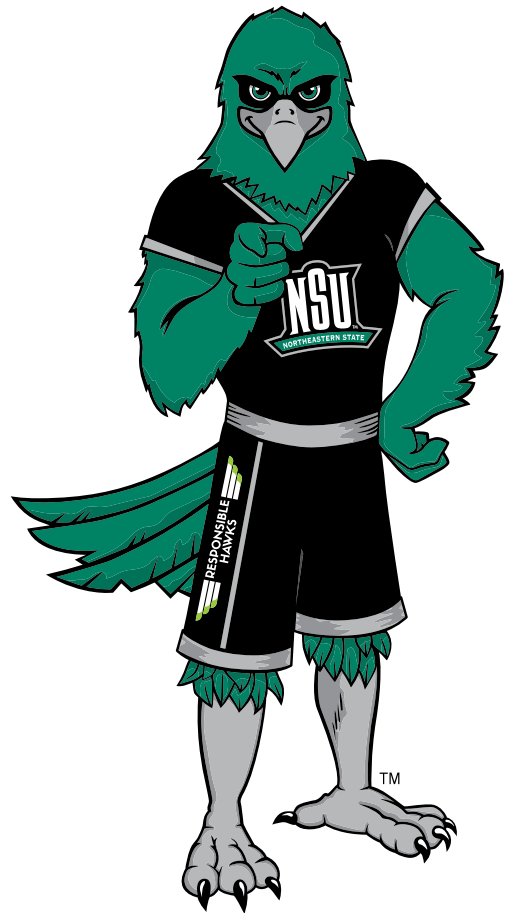
It is important to remember that information related to this global pandemic is changing and evolving all the time. Therefore, RiverHawk Response plans and processes will also evolve as data drives our decision making. This is a fluid document and is subject to change based on local, state or national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

We understand there will be many questions related to COVID-19 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](mailto: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](mailto: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](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) 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.

Please remember, reporting a positive COVID-19 test is a 3 step process:

1. Complete a report at the Report a Concern link.
  2. Upload documentation of your test results (you may upload a picture of your test results).
  3. Complete the Release of Information form that will be emailed to you after you submit a report.
- 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](mailto:sdstah@nsuok.edu); 918-444-2042

Broken Arrow/Muskogee: [sdsba@nsuok.edu](mailto: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>.
- Follow the guidance provided by your healthcare provider once you receive your test results.

## 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](http://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](http://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.

Free rapid tests now available.

NEO Health in Muskogee 918-683-0470. All office-visit copays will be paid by NSU.

Free rapid tests now available.

## If You Test Positive

- You must provide documentation of your positive test in order for NSU to initiate notifications. Students should report their positive COVID-19/coronavirus test results and upload documentation through the Report Concern link:

<https://www.nsuok.edu/ReportConcern.aspx>

Remember, you must also complete the Release of Information form that will be emailed to you after you submit a report.

- You may 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, and have questions about your housing situation, you may contact housing at 918-444-4700.

## 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.

More information about Isolation & Quarantine is available here:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

## If You Also Work on Campus

- Notify your supervisor.

## Health Department Support

- 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.

## Vaccinations

Vaccinations are highly encouraged and readily available. Retail pharmacies such as Walgreens and Wal-Mart typically have vaccines available, or you may schedule an appointment through the Oklahoma State Department of Health: <https://vaccinate.oklahoma.gov/en-US/>

## University Housing

If you have questions about your living situation please contact University Housing at 918-444-4700 or [housing@nsuok.edu](mailto: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](http://www.nsuok.edu/coronavirus).

# 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 and/or your supervisor if you are a student employee
- Athletics if you are an athlete (Athletic Director)
- The appropriate Vice President and/or 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 10. 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 10)

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 Release of Information form giving permission to disclose your **name and diagnosis or just name and general notice that you will be out for medical reasons (no diagnosis)** once 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 and a Release of Information form.

**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>.

Additional guidance in regards to quarantine is available here:  
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.

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



## Frequently Asked Questions:

### Are vaccines required in order to attend NSU?

No, vaccines are not required, however, vaccines are strongly recommended. Please refer to the **RiverHawk Response: Student Guide to COVID-19** for information about obtaining a vaccine.

### Do I need to report a quarantine requirement or positive test?

Yes, you do need to report quarantine requirements and positive COVID test results, and to do so, please use the Report a Concern link: <https://www.nsuok.edu/ReportConcern.aspx>. Along with the Report a Concern form, you need to **upload documentation of your positive test** and complete the **Release of Information form** that will be emailed to you from Incident Response.

### If I have been vaccinated, do I still need to quarantine?

Please consult your healthcare provider and CDC guidelines. At the time of this email, the CDC recommends the following:

“Quarantine if you have been in **close contact** (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been fully vaccinated. People who are **fully vaccinated** do NOT need to quarantine after contact with someone who had COVID-19 unless they have **symptoms**. However, fully vaccinated people should get tested 3-5 days after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative.”

Additional information can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

### Do I need to tell my faculty if I am sick or need to quarantine?

Yes. While Student Affairs will provide notification to faculty once it receives a report (along with documentation of test results and release of information form for positive tests), it is up to you, the student, to reach out to your faculty and make arrangements for missed classes and missed work.

### Can I get a low or failing grade, even if I have been sick or needed to quarantine?

Yes. Absences and incomplete work, for any reason, may impact your grades in a course. Notification from Student Affairs does not mean that you do not have to complete course requirements according to the syllabus and in accordance with arrangements you make with your faculty.

## Does Student Affairs “release” or “clear” students to return to class after quarantine or a positive test?

No. You should follow the instructions provided to you by your healthcare provider, the health department, and/or the CDC.

## Who should I contact if I have further questions?

Please contact Student Affairs: [studentaffairs@nsuok.edu](mailto:studentaffairs@nsuok.edu); 918.444.2120

## 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.