We are sorry you are ill or in quarantine. Your cooperation with our isolation and quarantine procedure will help us take care of you, protect our campus community, and reduce the risk of spread. This checklist will assist you in understanding the requirements of isolation or quarantine and getting what you need while in isolation or quarantine.

**Preparing for Isolation or Quarantine**

- After you are notified of the need to move into isolation or quarantine by the Student Health Center (SHC), Residence Life and Housing, or the University’s contact tracers, the appropriate College Dean's office (Richmond College or Westhampton College) will also be notified of the requirement for you to move into isolation or quarantine housing.

- Residence Life and Housing will assign and provide you access to your temporary room.

- Bed linens will be provided for you. Please bring your own towel, pillows, and any additional blankets.

- **Other Items To Pack:**
  - Please bring your thermometer, fever reducing medications (ibuprofen, acetaminophen), and a 14-day supply of any prescription medications.
  - Please bring a 14-day supply of your own toiletries, clothing and any other necessary personal items. In the event you require a longer isolation or quarantine period, the Residence Life and Housing office will work with you to acquire additional items.
  - Please bring all relevant academic materials and supplies – your computer, books, chargers, etc. Please also take leisure books, hobby items, and/or other items to help make your stay more comfortable.
  - If assistance is needed to retrieve items, it will be provided by on-call staff (see form below).

- We strongly encourage you to isolate or quarantine on campus, in accordance with public health guidance, to limit the possibility of spreading the virus to others.
  - If you wish to leave isolation or quarantine to continue at an off-campus location, you must contact URPD at 804-289-8715 and follow the instructions given. Please note that you are not able to enter your residential space or any other campus space to get any additional belonging and must leave campus directly from your isolation or quarantine space. If you need additional items, you must contact Residence Life to bring them to you before you leave (see form below).
  - Please note that public health regulations prohibit the use of public transportation (ride services, bus, train, plane), but allow for personal travel by car. If this option presents financial barriers to you, please contact your College Dean (numbers and email addresses provided below).
Isolation and Quarantine Student Checklist

- If you have any questions about your health, please contact SHC at the number and email address provided the “Contact Numbers” section below.
- If you have general public health/COVID-19 questions, please contact the COVID hotline at covid19support@richmond.edu.

**While in Isolation or Quarantine**

- You must not leave your assigned room for any reason, unless you are quarantining in a location with a shared bathroom; if you have a shared bathroom you may only be in your room or the shared bathroom, and not anywhere else.
- No visitors are allowed, including no delivery of groceries or take-out.
- While in isolation or quarantine, you should NOT participate in prevalence testing.
- It is important that you monitor your symptoms on a daily basis, using the method provided by the University.
- **Quarantine Daily Symptom Tracking** - Please complete this form by 2pm each day. Your quarantine period is a total of 14 days. **By completing this form you could be eligible to be evaluated for release after 10 days.**

**Meals**

Dining Services will reach out to talk through the meal request form and process. If requested and noted on the form, the dining dietician will contact you to arrange for special requests or needs.

Dining will deliver once a day for all meals desired. The meals will be delivered outside your room with a confirming text between 11am and 1pm for lunch, dinner and breakfast for the following day. Instructions for how to store the food and/or reheat the food will be provided. Foods will be provided in disposable, microwavable containers with disposable flatware.

Be sure to fill out the link you will get and submit by 3pm daily for delivery for the following day. Exact menu choices may not be available if ordered after 3 pm. You can specify any dietary needs or restrictions that you have on this form and also request to be contacted by a dietitian. Once each student has been contacted by dining services, each student will receive their own website link to order their meals along with instructions.

Primary method for the contact for coordinating the meals is through email to Vincent Savage at vsavage@richmond.edu or Terry Baker, executive dining director tbaker3@richmond.edu.

Do not ask friends to bring food to you or order food from take-out restaurants or grocery stores – they will not have access to your room and you cannot have visitors or deliveries.

**Class Absences**
Your College Dean’s office will contact you to help you with any academic concerns and responsibilities, including contacting your professors, as well as to provide general support. If you have any questions or need guidance or support while you are in isolation or quarantine, please call or email your College Dean’s office at the numbers and email addresses provided below.

**Overall Well-being**

Taking care of your mental health is equally as important while you are here. Please refer to the CAPS website (caps.richmond.edu) for more detailed information, helpful resources, and self-help videos and tools.

- For information about additional tips and suggestions, please visit this site:  
  [https://caps.richmond.edu/resources/covid-19.html](https://caps.richmond.edu/resources/covid-19.html)
- If you are in crisis, during CAPS open hours, please call our office at 804-289-8119.
  - After hours, please call URPD – for an emergency please call 804-289-8911; for an urgent situation that is not an emergency, please call 804-289-8715.

  Please refer to the Hot and Warmlines flyer as well for additional resources.

**Trash Removal/Cleaning/Facilities Concerns**

- You will receive trash bags and other items in your UR Care Package.
- Please place all trash in a closed/tied-off bag outside your room door by **9 am** for daily pickup.
- University Facilities staff will check on the area for cleaning as needed. You must wear a mask whenever a staff member arrives to clean.
- For any additional Facilities related concern, please contact 804-289-8600.

**Severe Weather**

In the event of severe weather such as a tornado, please refer to the information sheet on the back of your bedroom door for shelter locations. Please make sure you are wearing a face covering at all times. Report only to the designated shelter locations as listed on the information sheet.

Additionally, on the back of the door is a card that will provide access to the designated shelter locations. That card is for emergency use only and should be left in the isolation/quarantine room when you leave. **Students will be charged if the card is missing after their departure.**

**Release from Isolation/Quarantine**
As a reminder, you have been notified of the final date your isolation or quarantine is in effect; you should not leave your assigned isolation or quarantine space until the day after this date.

If you need assistance returning to your residence on campus upon release, please contact URPD at 804-289-8715 and they will contact the appropriate staff member who will be in contact with you to make arrangements.

**Contact Numbers**

- If you have an emergency, please call the University Police at 804-289-8911. 24 hours/day. On-call staff members can assist after hours with emergencies (including mental health emergencies).
- Health related questions or concerns, call the Student Health Center 804-289-8064 and talk with nurse
  - After hours Nurse Triage available for students calling 804-289-8064; Nurse Triage as needed will contact MD on call after hours.
  - Telehealth appointments are scheduled if appropriate for evaluation by virtual/video/phone evaluation; or In-office appointments if after phone evaluation indicates need.
  - For information visit the SHC website: [https://healthcenter.richmond.edu](https://healthcenter.richmond.edu)
  - Students may schedule a telehealth appointment and/or review important messages from the Student Health Center via their Patient Portal Richmond.studenthealthportal.com
  - EMERGENCY MEDICAL CARE NEEDED?  Call 804-289-8911
- If you need mental health support, please contact CAPS at 804-289-8119 M-F, 8:30am-5pm. After 5pm on weekdays and anytime on weekends, call URPD at 804-289-8715.
- If you have a facilities or maintenance concern, please contact 804-289-8600. After-hours calls will be answered by REACT, if needed leave a message.
- If you have questions about academic or overall support, or any general questions, please call your College Dean’s office during business hours (M-F 8:30 am-5pm):
  - Richmond College: 804-289-8061, RCDean@richmond.edu
  - Westhampton College: 804-289-8468, WCDean@richmond.edu

For urgent matters after hours, including matters with which the Residence Life & Housing staff member-on-call can help, call 804-289-8715.