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.

Preparing for Isolation or Quarantine

- After you are notified of the need to be in 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 be in isolation or quarantine housing.
- You are required to report your close contacts to Student Health so they can be contact traced. Please log into your Student Health Portal at http://richmond.studenthealthportal.com and click on Forms to complete the Contact Tracing Form. This form should be submitted no more than 2 hours after you have been notified of your positive test.
- You must follow the public health regulations for isolation and quarantine, including not leaving the isolation or quarantine space and not having visitors. You are not allowed on campus for any reason until you have been cleared to leave isolation or quarantine.
- We strongly encourage you to isolate or quarantine in your current off-campus location, in accordance with public health guidance to limit the possibility of spreading the virus to others.
  - You can isolate or quarantine at home or at another off-campus location, as long as you follow all public health guidelines and regulations.
  - 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).
- If you choose to be in isolation or quarantine in an off-campus location different from your place of residence, here are items to remember 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.
  - 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 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.

Class Absences

Your College Dean’s office will be in touch 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.
Student Checklist for Off-Campus Isolation or Quarantine

**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
- 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.

**While in Isolation or Quarantine**

- Follow all public health guidance.
- While in isolation or quarantine, you should NOT participate in testing and you cannot come to campus for any reason.
- It is important that you monitor your symptoms on a daily basis, using the method provided by the University.

**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 isolation or quarantine until the day after this date.

After you are officially released, you are welcome to return to campus and access on campus resources.

**Contact Numbers**

- 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
  - 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 911.

- 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 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, call 804-289-8715.