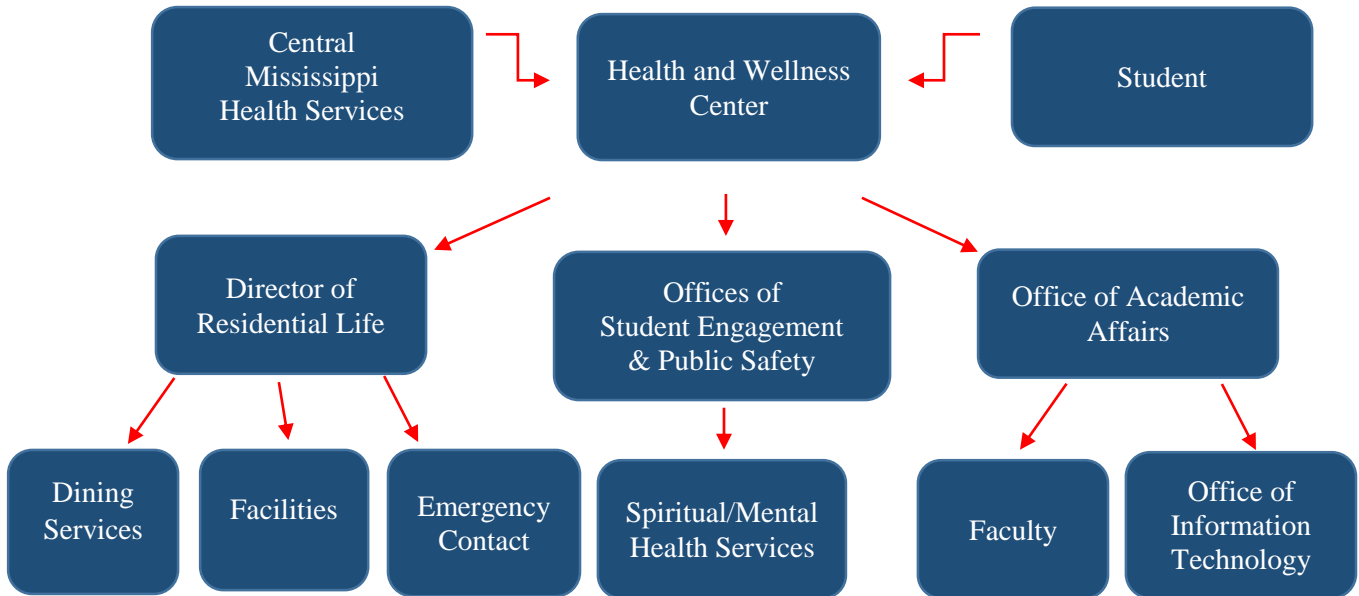


Tougaloo College COVID-19 Response Team will follow the MS State Department of Health (MSDH) COVID-19 Isolation, Quarantine, and Outbreak Guidelines for College and Universities to help to prevent the spread of COVID-19 among the campus community. The COVID-19 Response Team has developed this Protocol to provide specific guidance students who are required to quarantine or isolate. The purpose of creating a quarantine/isolation space on campus is to reduce COVID-19 exposure and to provide residence to students who are asymptomatic or exhibit mild symptoms and who cannot quarantine/isolate at home.

**COVID-19 Response Team Support**

To manage outbreaks and to ensure effective communication between areas, the Owens Health and Wellness Center (OHWC) is the first point of contact if a student is exposed to, experience symptoms of, or test positive for COVID-19.



***All student-specific COVID-19 information is strictly confidential and will be safeguarded.*** The COVID-19 Response Team must ensure your confidentiality and must not identify you by name to other employees or students to ensure compliance with and to prevent risk of violating confidentiality laws. The Team must only provide general information to potentially exposed individuals, notifying them that someone at the College, with whom they have been in close contact has COVID-19, so that they can quarantine, monitor their health, and be tested for COVID-19. Students may only be identified by name among the Response Team to complete all necessary health and safety requirements.

**OHWC will:**

- Notify the student emergency contact and the COVID-19 Response Team members representing the following areas to initiate respective area responses: Director of Residential Life, Office of Student Engagement, Office of Public Safety, Division of Academic Affairs, Office of Facilities and Real Property Management, and the student's emergency contact.
- Establish quarantine/isolation period.
- Provide testing guidance.
- Track testing and results.
- Initiate contact tracing.
- Provide referrals to Campus Clinic for any needed, requested counseling services.
- Conduct daily wellness checks.
- Consult with Campus Clinic regarding students in quarantine/isolation.
- Monitor daily health screenings.
- Provide wellness kits from the Student Support Pantry to students in isolation.
- Provide health clearance to release students from quarantine/isolation.

**Director of Residential Life will:**

- Accompany the student from the residence hall to the isolation housing, in compliance with health and safety guidelines, which include physical distancing and utilizing PPE.
- Coordinate with the Response Team to address student concerns that may arise.
- Coordinate with Dining Services to have meals (breakfast, lunch, and dinner) delivered to the quarantine/isolation areas.
- Coordinate student meal pickup of delivered food.
- Deliver any distance learning devices to the designated quarantine/isolation area and retrieve any documentation required by the Office of Information Technology from the student.
- Ensure residential coordinators conduct wellness checks, as scheduled.
- Ensure that student dietary restrictions are adhered to by Dining Services.
- Establish and track wellness check schedule.
- Establish laundry and restroom schedules for quarantine and isolation areas.
- Facilitate student transport/transition to isolation areas.
- Maintain daily monitoring logs of wellness checks.
- Monitor and deliver *approved* commercial food deliveries to ensure students do not leave quarantine/isolation to retrieve food from delivery workers.
- Monitor scheduled cleaning of isolation areas to ensure completion daily.
- Monitor scheduled outdoor activity of students.
- Provide list of all students in quarantine/isolation to Chief of Office of Public Safety.
- Record and track all traffic into quarantine/isolation areas by College staff, vendors, and other essential individuals on the daily monitoring logs.

**Office of Student Engagement will:**

- Contact students to assess social/spiritual needs and provide resources and make referrals as needed.
- Develop and facilitate student engagement activities and opportunities to connect that are conducive to students in quarantine/isolation.
- Coordinate with the Director of Residential Life to plan and supervise outdoor activity or breaks for students.
- Host a variety of virtual student activities on various media platforms.
- Ensure weekly call-ins with SGA on Tuesdays at 6 p.m.
- Coordinate with College chaplain to provide spiritual counseling as needed.

**Office of Public Safety will:**

- Provide support to the Director of Residential Life and/or respective residential coordinator who will accompany the student from the residence hall to the isolation housing, in compliance with health and safety guidelines, which include physical distancing and utilizing PPE.
  - When residential life staff is unavailable, the Office Public Safety will help facilitate this transition.
  - Where appropriate, the student may drive themselves, be transported via motorized cart by residential life staff, or may walk.
  - During inclement weather, the Director of Residential Life will determine the mode of transport/transition.
  - The Director of Residential Life is the primary contact/facilitator for student transport/transition to isolation.
- Conduct the regularly scheduled security checks in student housing. When conducting security checks within or outside of the perimeter of the isolation area, staff will utilize PPE.
- Contact EMS, when Office of Public Safety is the initial point contact in an emergency, and assist Emergency Medical Services to locate the student(s) to render aid in all emergencies.
- Enforce quarantine/isolation rules and campus-wide COVID-19 safety requirements.
- Monitor all traffic within and outside of quarantine/isolation areas.

Campus security officers respond to any situation to which they are called or when they observe a need. They are first responders and the most visible representatives of the College in times of crisis. The nature of their work requires that campus officers be vigilant and to take reasonable precautions to protect themselves, all members of the College campus community, and visitors.

**Division of Academic Affairs will:**

- Notify the student's respective dean/department of a change in and expected duration of circumstance and to assist with any issues that may arise. The student is responsible for contacting their professor regarding class attendance (in-person/virtual) and assignments.

- Maintain confidentiality to protect student privacy. A student may elect to provide additional information to faculty, but this is not required.
- Ensure that faculty work with students to accommodate students to the most reasonable extent possible.
- Contact the Office of Information Technology, if the quarantined/isolated student needs access to electronic devices for distance learning.

Students in quarantine and isolation will not be able to attend in-person classes. Depending on their circumstances/symptoms, students will be able to take part in learning and submission of assignments remotely, if they feel well enough to do so. However, some students may be too ill to participate in classes and coursework for a period of time. Students should work with professors and follow instructions to access courses using interactive learning technology, as appropriate, and to complete assignments.

**Dining Services will:**

- Submit daily and weekly menus for breakfast, lunch, and dinner to the Director of Residential Life, timely, to ensure students are able to select and received preferred meals.
- Prepare and deliver meals to the quarantine/isolation locations daily. Students will select their meals from the daily menus provided by the respective residential coordinator.
- Accommodate quarantined/isolated students' dietary needs specific to food allergies and/or medical needs.

Students may order food/groceries through a food service at their own expense such as Door Dash, Grub Hub, Waitr, or Instacart. The food will be delivered to the designated housing area. You will receive further details regarding the specifics of meal delivery at the beginning of your quarantine/isolation.

The Student Support Pantry located in the Fitness Center of the OHWC is open Monday - Friday from 1 p.m. to 3 p.m. to students who continue to reside on or near campus.

- Any student who is in quarantine/isolation must not physically visit the pantry. Any student who is quarantined/isolated and would like to receive pantry items should contact the OHWC, by phone, at 601-977-6137 or, Shalonda Coleman by email, at [scoleman2@tougaloo.edu](mailto:scoleman2@tougaloo.edu) to discuss pantry delivery. Students should communicate any food-related emergencies when scheduling delivery.
- Based on need and availability, limits may be placed on certain pantry items.

**Office of Real Property and Facilities Management will:**

- Provide daily cleaning and disinfecting of public spaces and shared restrooms.
- Deep clean quarantine/isolation areas nightly.
- Clean high-contact surface areas such as countertops; door and sink handles, knobs, and locks; handrails; elevator buttons; frequently each day, using EPA-approved cleaning products daily (e.g., in the morning and evening or after times of heavy use).

- Provide students in quarantine and isolation with trash bags. All trash should be put into the bag, which will be picked up daily.
- Provide disposable gloves, soap for washing hands, and household cleaners and EPA-registered disinfectants for residents and staff to clean and disinfect buttons, knobs, and handles of laundry machines, laundry baskets, and shared laundry items.
- Post cleaning schedules via intranet.
- Track/log all daily cleaning/maintenance.

*Students are responsible for cleaning and disinfecting their own residential rooms during quarantine/isolation.* All College custodians have been trained in COVID-19 Safety and Hazard mitigation and general pandemic safety in the workplace. Additional contractual custodial services are provided by staff trained in preventative response, infection control, and contamination control measures to infectious disease outbreaks and Global Bio-risk protocol for response and remediation and use of PPE, tools, and equipment.

### **Mental/Spiritual Health Services:**

Quarantined/isolated students will have access to mental health services via META Pro teletherapy. To access these services, through our new partner in providing virtual mental/emotional health services to students, copy and paste this web link into your address bar <https://www.meta.app/students-meta-teletherapy/>, download the app, and sign up. META teletherapy is a comprehensive digital wellness platform that connects students and employees with licensed counselors via mobile app for confidential and secure video, voice, and chat sessions. Online counseling is available to all students. You can connect with a licensed provider for private and secure, remote therapy. Student support services are available through this app to ensure that students who may be experiencing financial hardships are able to access these much-needed services at no cost.

The Campus Clinic will continue to provide on-campus services from 8 a.m. to 4:30 p.m. Monday through Friday for all enrolled students. Please, contact the Campus Clinic, by phone, at 601-957-6776 to schedule an appointment and to receive guidance about arriving to receive services. Mental health services are also available through the clinic. Student support services are available to ensure students can receive these mental health (therapy) services at no cost for the Spring 2021 semester. Please, note that referrals for additional, external services will be at a cost to the student.

To reach a mental health therapist directly, please, call 601-927-0251 Monday through Friday between 8 a.m. and 4:30 p.m. or email Lisa Williams, LMSW, at [lgwilliams@centralmshealth.org](mailto:lgwilliams@centralmshealth.org). You may also explore other mental health services. If you find yourself in a crisis or need immediate assistance, you should call:

- Emergency services: 911
- Office of Public Safety: 601-977-7857
- National Suicide Prevention Lifeline: (800) 273-8255
- National Domestic Violence Hotline: (800) 799-7233; TTY: (800) 787-3244
- National Sexual Assault Telephone Hotline: (800) 656-4673

For spiritual health services, please, contact the College chaplain, by phone, at 601-977-7758. The chaplain will be offering "Words of Inspiration, Encouragement, and Mindfulness Moments for these Challenging Times," through the college's communications and social media channels.

**Office of Technology will:**

- Deliver requested and *available* electronic/distance learning devices to the Residence Life Director and secure all required documentation for transfer of equipment.
- Ensure all wi-fi internet services and other applicable wireless services are in working order.
- Ensure that all camera/surveillance devices are in working order.
- Ensure any currently installed badge entry access points are in working order.
- Monitor all IT functions in quarantine/isolation areas.

**Quarantine and Isolation Instructions**

Students who experience any of these symptoms and/or have been exposed to COVID-19 must notify the OHWC, by phone, at 601-977-6179 or, by email, at [OHWC@tougaloo.edu](mailto:OHWC@tougaloo.edu), immediately, to receive instructions for required COVID-19 testing. To reduce the risk of transmission of the virus to other students, students should not, as a first step, come to the OHWC, but call or email first. The Campus Clinic will notify the OHWC, if a student tests positive. The OHWC will contact Response Team members to begin the student quarantine/isolation process.

The most current CDC-identified COVID-19 symptoms include:

- chills
- fever (100.4°F)
- new gastrointestinal (GI) symptoms
- shortness of breath
- congestion
- headache
- new loss of taste or smell
- sore throat
- cough
- muscle pain
- repeated shaking with chills
- vomiting
- diarrhea
- nausea
- runny nose

If you are exposed to and/or exhibit symptoms of COVID-19 or test positive for COVID-19, you must quarantine/isolate in accordance with the current Tougaloo College Quarantine and Isolation Protocol.

**A. If you are a residential student and you live within the state, you are strongly encouraged to return home, *directly*, if you can quarantine/isolate safely.** The OHWC will confer with you and your emergency contact to ensure that you are able to quarantine/isolate safely with as minimal a risk as possible in transmitting the virus to others as you are transported to and once you arrive home or other safe location. If you are unable to quarantine/isolate safely off campus, you must do so in the College-designated housing (residential students).

1. Please, keep in mind that the College has limited housing for student isolation.
2. If this space is exhausted, which is set to house a maximum of approximately 3% of the student body, all remaining students will be required to isolate at their permanent residence, or other campus-wide measures will be necessary to stop the spread of the virus.

3. Ensure that you have a plan to return home in case of an emergency or if you must quarantine or isolate at home. The OHWC will notify the emergency contact you indicated on the Student Emergency Information Form to assist you with this plan.
4. This Quarantine and Isolation Protocol will be provided to you, again, at the beginning of your quarantine/isolation process.

- B. If you are a commuter student, you must quarantine/isolate at your home or other safe location.** Do not leave your home or other safe location to be around others, *in person*, if you know you have been exposed to, exhibit symptoms of, or have tested positive for COVID-19.
- C. Should a medical provider recommend regular or continuous monitoring for you due to elevated symptoms, your emergency contact must make plans to transport you from campus to a safe, appropriate offsite isolation, of your choice. All students must complete the Student Emergency Information Form, which will be used in the event of a health emergency or a necessary relocation due to illness. The OHWC will work in consultation with the Campus Clinic to determine whether any student in quarantine and isolation should discontinue limited care services on campus and seek additional medical care at a health care facility.
- D. If you are required to quarantine/isolate, you may only return to in-person classes, prior residential room, work study, and campus after the completing the entire quarantine/isolation period and any subsequent, required COVID-19 test with a negative test result.

**Quarantine:** This is the period that you must spend in your home or other safe location, away from others, if you have been exposed to COVID-19, to prevent any possible transmission of the virus from you to others (MSDH, 2020). If you are required to quarantine, you must be tested for COVID-19, timely. Do not report to work, in-person classes, work study, any other area on campus or outside of campus while waiting on your test results. You must remain in quarantine for the required period, unless you are having difficulty breathing and must report to the nearest ambulatory healthcare facility. **The College qualifying quarantine period is 7-14 days from your test date (as prescribed by the Owens Health and Wellness Center [OHWC]), regardless of symptoms, receipt of a negative test result during this period, or whether you began quarantining before getting tested.** You must complete the entire prescribed period, complete the approved PCR test, and submit a negative test result from a reference lab to the OHWC to receive health clearance.

**Isolation:** This is the 14-day period after you are infected with COVID-19, that you must spend in your home or other safe location, away from others – including the people and pets who live with you – to prevent transmitting the virus from you to others (MSDH, 2020). Use a separate bathroom and stay in a specific area of your home, if possible. Do not report to work, in-person classes, work study, or campus, if you have tested positive for COVID-19 and have not received health clearance from the OHWC to return. You must remain in isolation for the required period unless you are having difficulty breathing and must report to the nearest ambulatory healthcare facility. **The College qualifying isolation period is 14 days from your test date, on which you received a positive test result, regardless of symptoms or whether you began quarantining/isolating before getting tested.** You must complete the entire 14-day period and

cannot return until the approved PCR test is completed and a negative test result from a reference lab is received by the OHWC.

Though the Centers for Disease Control and Prevention (CDC) guidance on isolation has changed to 10 days, the College will continue to adhere to the 14-day period out of an abundance of caution, to ensure the health and safety of students, faculty, and staff. The period of quarantine, between 7 and 14 days, will be determined on a case-by-case basis and in accordance with CDC guidance. Any person who must quarantine, must be tested for COVID-19.

Failure to adhere to the College quarantine/isolation protocols (residential students) will result in termination of your on-campus quarantine/isolation and you may be subject to actions up to and including suspension or dismissal from the College. You will be required to continue this period at your home or safe location identified on your Student Emergency Information Form. Students who require hospitalization must be relocated to the appropriate healthcare facility, immediately, in compliance with MSDH regulations.

***What should I do, if I must quarantine?***

- A. Students must quarantine in accordance with the College Quarantine and Isolation Protocol and contact the OHWC, by phone, at 601-977-6179 to request appropriate resources and support. While in quarantine, follow the protocol below.
  1. Go home (commuter students) or go to your residential room (residential student), immediately.
  2. Complete the SAFR Tougaloo health screening, each day.
  3. Contact the Campus Clinic, by phone, at 601-957-6776 or a primary healthcare provider of your choice, by phone, to determine the safety protocol for receiving services and to receive appropriate healthcare instruction, which includes Tougaloo College-required quarantine and COVID-19 testing.
  4. Follow the instructions of your primary healthcare provider, testing facility, and the College and do not report back to campus (commuter students) or leave the College-designated quarantine location (residential students) until completion of the required quarantine period and testing protocol, and you receive health clearance from the OHWC.
    - a. Remain in contact with your respective academic department (dean and/or professors) and the Office of Enrollment Management and Student Services at 601-977-6186 during this period, to ensure that you receive any additional, needed services or support.
    - b. The OHWC will notify the Campus Clinic, your emergency contact, and COVID-19 Response Team members to assist with testing and quarantine and/or isolation procedures.

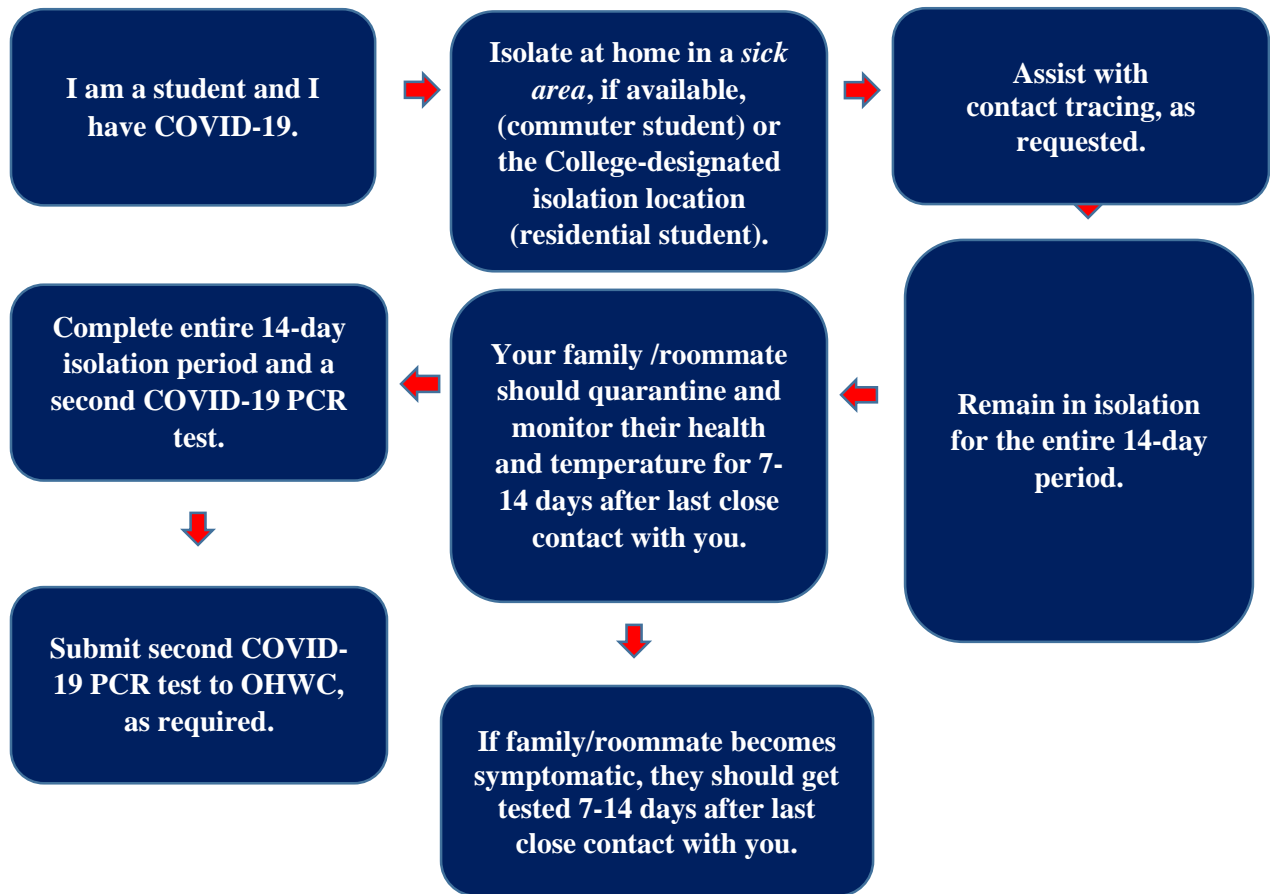


- c. These offices will assure that you remain engaged in courses and continue to receive needed services based on commuter/residential status: academic support; dining; facilities (housekeeping); behavioral, mental, spiritual support; IT, etc.
  - d. You must quarantine for 7 to 14 days, as will be determined by the OHWC, even if you receive a negative test result during this period.
  - e. Complete one COVID-19 test (PCR test sent to reference lab). Rapid PCR testing will not be accepted to return to campus.
  - f. Provide official documentation of one negative PCR test result from the testing facility to the OHWC Administration Office to receive the health clearance to return to return to campus and in-person classes.
- B. The OHWC will contact you to discuss your status and to confirm whether you are cleared to return to campus and in-person classes. Typically, you will be released at 7 a.m. the following morning.

***What should I do, if I must isolate?***

- A. Students must isolate in accordance with the College Quarantine and Isolation Protocol and contact the OHWC, by phone, at 601-977-6179 to request appropriate resources and support. While in isolation, follow the protocol below.
- 1. Follow the protocol outlined in “*What should I do, if I must quarantine?*” section, and the additional steps below.
  - 2. Isolate in your home (commuter students) or College-designated location (residential students only) for a minimum of 14 days.
  - 3. Provide a list of all individuals with whom you were in close contact (less than six feet) for more than 10-15 minutes, in the previous 14 days to the OHWC, so that any potentially exposed individual can be notified to quarantine and get tested for COVID-19.
  - 4. Complete one COVID-19 test (PCR test sent to reference lab), as directed by the OHWC. Rapid PCR testing will not be accepted to return to campus or in-person classes.
  - 5. Provide official documentation of one negative PCR test result from the testing facility to the OHWC Administration Office to receive the health clearance to return to return to campus and in-person classes.
- B. The OHWC will contact you to discuss your status and to confirm whether you are cleared to return to campus and in-person classes. Typically, you will be released at 7 a.m. the following morning.

Figure 1. What should I do, if I must isolate? Flow Chart



**Note:** Tougaloo College residence halls are not equipped with medical equipment and the residence halls are not designed to serve as an urgent care or other medical facility. The College has the capacity to provide limited care, if a student must isolate on campus due to COVID-19. Limited care includes conducting frequent, basic wellness checks to monitor body temperature and new, ongoing, or worsening COVID-19 symptoms; delivering meals (breakfast, lunch, and dinner) from the Student Union; and providing a wellness kit that may include face coverings, hand sanitizer, disinfectant wipes, toothpaste/toothbrush, snacks, travel-sized laundry detergent, and the Quarantine and Isolation Protocol. Basic wellness checks will be conducted by members of the Office of Residential Life staff as well as members of the COVID-19 Response Team.

If you are a residential student and you live within the state, you are strongly encouraged to return home, directly, if you can quarantine/isolate safely. The OHWC will confer with you and your emergency contact to ensure that you are able to quarantine/isolate safely with as minimal a risk as possible in transmitting the virus to others as you are transported to and once you arrive home or other safe location. If you are unable to quarantine/isolate safely off campus, you must do so in the College-designated housing (residential students). **Please, keep in mind that the College has limited housing for student isolation. If this space is exhausted, all remaining students will be required to isolate at their permanent residence, or other campus-wide measures will be necessary to stop the spread of the virus.**

## Wellness Checks

The Office of Residential Life staff will conduct wellness checks to monitor all students who are in quarantine and isolation on the College campus.

- The Director of Residential Life will oversee the daily monitoring logs, which will track frequency of in-person, phone, and video contact and should detail student-reported and staff-observed health/wellness condition, signs and symptoms of illness, any medication taken within the past 24 hours, and temperature checks twice daily (captured utilizing screening equipment), and meal delivery/consumption of each student.
- The residential life coordinators will conduct daily wellness checks every 2-3 hours, *including after business hours*, to monitor students and complete the daily monitoring log. There will be a schedule. **Staff should avoid entering residential rooms unless it is necessary, e.g.,** when the student has not checked into SAFR Tougaloo, phone, or video chat. **Staff should only enter the isolation area in full PPE.** Staff should knock, open the door, and speak to the student from the doorway.
- If a student is unresponsive, having difficulty breathing, or whose mild symptoms have worsened, the Response Team member, residential life coordinator, or other employee must contact Emergency Medical Services, **immediately**, and *then* the Office of Public Safety directly, OHWC, and the student's emergency contact.
  - The Office of Public Safety will respond to the emergency and assist Emergency Medical Services staff to reach the student.
  - OHWC will contact the Campus Clinic in the event of any health emergency.
  - The Office of Public Safety will notify the Office of the President.
- OHWC staff will work in consultation with Campus Clinic clinical staff to assess quarantined and isolated students' health, as needed.
- Students will be referred to mental/spiritual health services, as advised or requested.

The following are **emergency warning signs** for COVID-19. If a student is showing any of these signs, the Response Team, residential coordinator, and/or Office of Public Safety staff must **SEEK EMERGENCY MEDICAL CARE IMMEDIATELY:**

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

Residential Life staff will limit entry into the isolation unit to emergency, wellness, and safety checks. Only members of the COVID-19 Response Team or Office of the President-designated staff will be permitted to enter an isolation unit.

## Isolation Rooms

Isolation rooms will be physically separate from other residential student rooms. The College designated spaces for isolation for residential students will have the following:

- IT equipment, if available (wi-fi, laptops, printer)
- Microwave
- Refrigerator
- SAFR Tougaloo health screening device
- Television

Prior to arriving to campus for the Spring 2021 semester, all students should have prepared and brought with them a quarantine and isolation (Q&I) kit as outlined in the Spring 2021 Comprehensive Return to Campus Plan. Your Q & I Kit should be stocked with essentials that may be needed if you are required to quarantine and/or isolate. Essential items may include hand sanitizer, comfortable clothing, bed linen, face coverings, medication, snacks, important numbers for family/friends, pens, electronic devices such as cell phones and laptops, and all academic materials. You are also encouraged to pack self-care items to support healthy activity: art supplies, books, crafts, playing cards, portable exercise equipment (like fitness bands, hand weights, or yoga mat), puzzles, etc. Large and oversized items may not be taken to isolation.

## Laundry Services

Each residential life coordinator will provide quarantined/isolated students with a schedule to launder clothes. Students must follow the CDC-recommended steps below:

- **Restrict** the number of people allowed in laundry rooms to ensure everyone can stay at least 6 feet apart.
  - **One** person at a time in Renner and A.A. Branch.
  - **Two** people at a time in Berkshire Hall.
  - **Three** people at a time in New Women.
- Launder items according to the manufacturer instructions. Use the warmest appropriate water setting and dry items completely.
- **Wear disposable gloves** when handling dirty laundry.
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers**.
- Remove gloves and wash hands as soon as you leave the laundry area.

## Quarantine/Isolation Rules

- If you must isolate on campus, you will be assigned to a self-isolation room and given the room key. The student will also be expected to turn in the key to their semester-assigned residential space to the respective residential coordinator. Your key will be returned at the conclusion of your isolation period.
- If you must quarantine on campus, you must do so in your residential room.

- Contact your professor by email and notify them that you that you are unable to attend classes in person or online. You are responsible for making arrangements with your professor(s) to make up any missed coursework.
- You may not leave your quarantine/isolation housing area at any point during your quarantine/isolation period, except for scheduled medical appointments.
- You may not have any visitors or guests while you are in quarantine/isolation, including friends and family members. Students and their families should prepare to utilize virtual communication options to remain in frequent contact during the semester. For example, set up teleconferencing such as Zoom, Skype or FaceTime to keep in touch.
- Students must remain in their rooms/designated areas throughout the length of quarantine/isolation, so that they do not inadvertently pass the virus on to others. Even if you feel healthy and/or are asymptomatic, you may still be contagious during this time.
- Do not walk through communal restrooms to visit others or to access your residential room. Communal restrooms should only be used briefly and as necessary. COVID-19 is believed to be spread by direct contact, respiratory droplets, and possibly aerosols. The virus has been detected in urine and feces of some COVID-19 positive individuals. As such, use extreme caution in the restroom to avoid aerosols from flushed toilets and showers; contact with others; and droplets from coughing, singing, sneezing, and talking.
- Sinks could be an infection source. Avoid placing toothbrushes directly on counter surfaces. Totes can be used to store personal items, so they do not touch the bathroom countertop. Be sure to disinfect an items that come in contact with communal surfaces.
- You may spend time outside. However, this must be approved by the Director of Residential Life and coordinated with your residential life coordinator in the area designated, away from others who are not in quarantine/isolation.
- You must wear a mask and remain physically distant from others when you collect your food/grocery delivery. External food or grocery delivery must be approved by and coordinated with your residential coordinator, who must be present to receive your food. You will receive further details regarding food delivery.
- You may be assigned to quarantine/isolation housing with other students who are also required to quarantine/isolate. You must wear a mask and remain physically distant from others when outside of your residential room, and you must be diligent about disinfecting surfaces in your personal area and other common area surfaces after use.
- Dining Services meals (breakfast, lunch, and dinner) will be delivered to you while in quarantine/isolation. You will receive further details regarding the specifics of your meal deliveries at the beginning of your quarantine/isolation. You must wear a mask and remain physically distant from others when you collect your meals.
- While in isolation, share in the responsibility in cleaning and disinfecting shared areas before and after you use them. Supplies will be available for you to disinfect high-touch surfaces when you arrive and when you leave the space. To facilitate cleaning, declutter the area that you use, and wipe all surfaces that you touch (use a dry cloth for electronics), including chair arm rests, desktop/tabletop, keyboard, light switches, monitor/television buttons, remote controls, mouse and mouse pad, printer, shower/sink fixtures.

- Contact your professor by email and notify them that you that you are unable to attend classes in person or online. You are responsible for making arrangements with your professor(s) to make up any missed coursework.
- **In the event of an emergency that involves you or a fellow student and you are unable to contact a residential life coordinator, you must contact Emergency Medical Services by dialing 911 by phone, immediately, and *then* contact the Office of Public Safety directly, by phone, at 601-977-7857.**

Again, while in quarantine or isolation, you **must not** go to class or work (on or off campus), in-person class (including internships and field experiences), or participate in other group activities (sports, clubs, parties, etc.). You must avoid public areas and public transportation (ridesharing or taxis). Do not go to the grocery store or other public spaces. Stay in the designated areas/homes and away from other people until cleared by the OHWC. The only exception should be to access essential services such as medical care, including prescriptions.

### **Transitioning Back to Campus and In-Person Classes**

- You must continue to follow Tougaloo College’s COVID-19 guidelines, when you complete quarantine/isolation and are cleared by the OHWC.
- You may only return to your pre-isolation routine on the date/time provided to you by the OHWC. The OHWC staff will confirm students are cleared for release from quarantine/isolation and communicate this to the COVID-19 Response Team.
- The Division of Academic Affairs will notify your dean/department that you will be returning to in-person classes.
- If you were isolating in college-provided isolation lodging, you will be offered escort back to your residence, your housing key will be returned to you, and your meal delivery will be suspended on the day of your release so that you may retrieve it from the Student Union.

### **Key Offices:**

Academic Affairs: 601-977-7735

Campus Clinic: 601-957-6776

Career Planning and Placement: 601-977-7821

Coleman Library: 601-977-7706

College Bookstore: 607-977-7741

Counseling Services: 601-927-0251

Help Desk: 601-977-7822

International Student Services: 313-664-7428

Mississippi State Department of Health COVID Hotline: 877-978-6453

Office of Enrollment Management and Student Engagement: 601-977-7772

Office of Public Safety: Front Gate 601-977-7857

Office of Real Properties and Facility Management 601-977-6181

Office of Student Financial Aid: 601-977-7766

Owens Health and Wellness Center: 601-977-7797

Residential Life: 601-977-7819

Spiritual Counseling: 601-977-7758

## COVID-19 Response Team

The COVID-19 Response Team is responsible for responding to the needs of employees and students directly related to COVID-19 health and safety, including screening, testing, quarantining, isolating, contact tracing, and monitoring. If you have concerns, questions, or recommendations, please, contact any member of this team via email or phone. **If you do not receive a response within 24 hours, contact Dr. Dana West, Executive Director, Owens Health and Wellness Center, by email, at [OHWC@tougaloo.edu](mailto:OHWC@tougaloo.edu) or, by phone, at 601-977-7797.**

**Gary Anderson, Assistant Director**  
Owens Health and Wellness Center  
[OHWC@tougaloo.edu](mailto:OHWC@tougaloo.edu)  
601-977-6177

**Adrienne Green, Director of Residential Life**  
Division of Enrollment Management and  
Student Services  
[agreen3@tougaloo.edu](mailto:agreen3@tougaloo.edu)  
601-977-7819

**Dr. Janice Bacon,**  
**Director of Clinical Quality**  
Campus Clinic – Central MS Health Services  
601-957-6776

**Lieutenant Clifton Paige**  
Office of Public Safety  
[cpaige@tougaloo.edu](mailto:cpaige@tougaloo.edu)  
601-977-7817

**C. Erskine Brown, Assistant Vice President**  
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601-977-7928

**Georgia Redmond**  
Office of Human Resources  
[gredmond@tougaloo.edu](mailto:gredmond@tougaloo.edu)  
601-977-7874

**Dr. Daphne Chamberlain,**  
**Associate Provost,**  
**Vice President for Academic Affairs**  
Division of Academic Affairs  
[dchamberlain@tougaloo.edu](mailto:dchamberlain@tougaloo.edu)  
601-977-7804

**Earl Sanders, Director of Student Engagement**  
Division of Enrollment Management and  
Student Services  
[esanders@tougaloo.edu](mailto:esanders@tougaloo.edu)  
601-977-6186

**Shalonda Coleman, Health Educator**  
Owens Health and Wellness Center  
[OHWC@tougaloo.edu](mailto:OHWC@tougaloo.edu)  
601-977-6137

**Hilda Thomas, Catering Manager;**  
**Darion Littleton, Food Service Director**  
Thompson Hospitality  
601-977-7734

**Chief Edna Drake**  
Office of Public Safety  
[edrake@tougaloo.edu](mailto:edrake@tougaloo.edu)  
601-977-7876

**Dr. Dana West, Executive Director**  
Owens Health and Wellness Center  
[OHWC@tougaloo.edu](mailto:OHWC@tougaloo.edu)  
601-977-7797