

## HELP Program COVID Protocol

(Based on Marshall University Policies)

### Preventative Measures:

- All students and staff will remain masked during tutoring sessions and while in the building (KN95 masks preferred).
- Tutors will disinfect/wipe down surfaces of tutoring space and testing spaces after sessions or exams are completed.

### What if I think I or my student have been exposed?

- Call Student Health at 304-691-1100 to decide if testing is necessary. Testing on campus is available in the lower level of the Memorial Student Center from 9 a.m. to 2 p.m., Monday-Friday. Testing is also available via the drive through tent located in the student parking lot on 6<sup>th</sup> Ave. from 8 a.m. to 4 p.m., Monday-Friday.
- If you are not a student, The Cabell-Huntington Health Department call center is available 8 a.m. to 4 p.m., Monday through Friday, at 304-526-3383. You can also contact your primary care provider.
- Stay home/in dorm if COVID-19 symptoms develop and go home if symptoms occur.
- If you or your student experience symptoms, believe you were exposed, or have tested positive for Covid, alert a full-time staff member immediately.
- **Isolation (5 days) is mandated for anyone who tests positive for the virus, as well as for unvaccinated people determined to have been in close contact with someone confirmed to have COVID-19. You must immediately contact Leah Tolliver ([tolliver@marshall.edu](mailto:tolliver@marshall.edu)), Michelle Biggs ([miller138@marshall.edu](mailto:miller138@marshall.edu)), or Tracy Smith ([tsmith@marshall.edu](mailto:tsmith@marshall.edu)).**
- If you or your student need to avoid face-to-face sessions post-exposure or post-positive results, please offer virtual tutoring sessions should you both feel well enough to do so.

### What if I or my student test positive for COVID-19?

- Those diagnosed with COVID-19 must remain isolated for 5 days minimum and should immediately contact Leah Tolliver ([tolliver@marshall.edu](mailto:tolliver@marshall.edu)), Michelle Biggs ([miller138@marshall.edu](mailto:miller138@marshall.edu)), or Tracy Smith ([tsmith@marshall.edu](mailto:tsmith@marshall.edu)).
- **Alert a full-time HELP staff member immediately**
- It is suggested you consider further quarantine from HELP Offices should symptoms continue to be present after 5 days.
- If you or your student need to avoid face-to-face sessions post-exposure or post-positive results, please offer virtual tutoring sessions should you both feel well enough to do so.