

# COVID GUIDE

## Important Info and Links

SPRING  
2022

### BEFORE CLASS STARTS:

1. Make sure your contact information is up to date in myRichland. Students should submit phone number and address updates to [records@richland.edu](mailto:records@richland.edu).
2. Check your Richland email and/or forward Richland email to your personal account to keep up to date on the evolving state of the pandemic. Instructions to add student email to your smartphone can be found at [www.richland.edu/studentemail](http://www.richland.edu/studentemail).

### WHEN COMING TO CAMPUS:

1. Self assess. Do not come to campus if you are feeling sick and/or experiencing symptoms.
2. Bring a mask or approved face covering. Wear a mask on public transportation and indoors.

### WHILE ON CAMPUS:

1. Wear your face mask in ALL areas of campus.
2. Practice social distancing (6 feet or 2 arms lengths) when possible.
3. Wash hands regularly with soap and water.
4. SHIELD test once per week this is a REQUIREMENT if you are not yet vaccinated - [www.richland.edu/SHIELD](http://www.richland.edu/SHIELD).



### ANYTIME: EXPOSURE, POSITIVE CASE, OR SYMPTOMS:

1. Report online using the self-report form - [www.richland.edu/selfreport](http://www.richland.edu/selfreport).
2. Follow instructions from your healthcare provider and/or local health department.
3. Use the Return to Campus Flowchart found at [www.richland.edu/coronavirus](http://www.richland.edu/coronavirus) to determine next steps
4. Communicate with instructors and Student Success to make a plan for any missed instruction or assignments

### Richland Community College Links:

- Richland Self-report: [www.richland.edu/selfreport](http://www.richland.edu/selfreport). Report symptoms, exposure, or infection.
- Richland Pre-screen: [www.richland.edu/prescreen](http://www.richland.edu/prescreen). Use this form when unsure if you are safe to come to campus.
- SHIELD Testing: [www.richland.edu/shield](http://www.richland.edu/shield). Information and scheduling for on campus COVID testing.
- Mask Exemption Process: [www.richland.edu/mask](http://www.richland.edu/mask). If an individual is unable to wear a mask on campus, they may apply for a mask accommodation or exemption.
- Richland Personal Information Change Form. Use this form for employees updating contact information.
- Richland COVID-19 Landing Page. Visit or the latest updates and guidance.

### ADDITIONAL LINKS:

- <https://dph.illinois.gov/covid19>. Latest information from Illinois Department of Public Health
- Department of Education COVID-19 HANDBOOK: Strategies for Safe Operation and Addressing the Impact of COVID-19 on Higher Education Students, Faculty, and Staff.
- IBHE: COVID Information and Resources