

COVID-19:

A Handbook for Students



Schacht Center for Health and Wellness

Guidelines for Care and Connection During On-Campus Quarantine and Isolation

Dear Smithie,

All of us at the Schacht Center are here to offer some support in the midst of these very challenging times. We want to assure you that, though our procedures have changed, we are still open and available to support both your physical and mental health needs.

This guide provides information about what to expect should you or one of your fellow students become sick. It details preventative measures you can take to avoid becoming sick, describes what to expect should you become ill and explains how we will work together to care for your physical and emotional health in the weeks to come.

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Please know that we will be available to provide care and support as you recover. If you have any concerns or need assistance, please reach out to us.

With you in your recovery,

The Schacht Center Team

**“We’ll support you
all the way”**

Phone Numbers and Resources

The Schacht Center for Health and Wellness

Front desk.....413-585-2250
 Direct line to nurse.....413-585-2813
 After-hours nurse.....413-585-1260
 Counseling service.....413-585-2840

If calling medical services after hours, an operator will take your message and a nurse will call you back. If you do not hear back from the nurse within one hour, call again.

Symptoms

If you experience the following severe symptoms, call Campus Police at 413-585-2490 or extension 800 from a campus phone.

- Fever over 101° F (38.3° C) that does not come down within one hour of taking 500 mg to 650 mg of acetaminophen (also referred to as Tylenol or Paracetamol)
- Chest pain or tightness
- Difficulty taking deep breaths, wheezing or restricted breathing
- Inability to speak in full sentences or walk to the restroom without gasping for breath, feeling weak, or needing to rest in order to catch your breath
- Uncontrolled vomiting or diarrhea
- Extreme lightheadedness, dizziness or fainting

If you are *not* experiencing severe symptoms

Do *not* go directly to the Schacht Center, Urgent Care or the hospital emergency room without calling first. It is important that you speak to someone who can provide you with appropriate instructions about what you should do given your situation. Make sure to tell the office about your current circumstances (e.g., self-isolated because of potential exposure, confirmed diagnosis of coronavirus), so they can provide you with appropriate assistance.

Other Smith Contacts

Residence Life: reslife@smith.edu
 Dining Services: 413-585-2300
 Campus Police: 413-585-2490
 Class Deans: classdeans@smith.edu
 Disability Services: ods@smith.edu

Mental Health Resources

On Campus

Smith Counseling Service: 413-585-2840 (24-hrs/day)

Local, Community-Based

Clinical and Support Options: 413-586-5555 (24-hrs/day)

Center for Women and Community: 413-545-0800

(survivors of sexual abuse, all genders, 24-hrs/day)

Safe Passage: 413-586-5066 (intimate partner violence, 24-hrs/day)

National Support Hotlines

National Suicide Prevention Hotline: 1-800-273-8255

The Trevor Project (LGBTQ Suicide Hotline): 1-866-488-7386

Trans Lifeline: 1-877-565-8860

Crisis Text or Online Support

Crisis Text Line: Text HOME to 741741

7 Cups Online Therapy and Free Counseling: www.7cups.com

Physical Distancing, Quarantine and Isolation

If you develop symptoms or test positive for COVID-19, the Schacht Center may advise you to take additional special precautions to protect you and those around you. These precautions will always include physical distancing measures and good health-hygiene practices, but may also include a recommendation to self-quarantine or isolate on campus. This section explains the [differences between these designations](#) and summarizes what to expect should it become necessary to temporarily relocate you so we can closely monitor your recovery and limit additional exposure to COVID-19.

Physical Distancing

Physical distancing is deliberately increasing the physical space between people to avoid spreading illness. Staying at least six feet away from other people lessens your chances of catching COVID-19. Everyone should adhere to this practice for the duration of our current pandemic status, and it is all the more important if you have been asked to quarantine or self-isolate.

Quarantine

Quarantine is remaining in your room for a designated period of time. If you have been living in close contact with someone who is presumed to be positive for coronavirus, you may be asked to maintain “quarantine status” (stay in your room) until the Department of Public Health and your primary health care provider (Schacht Center) determine that it is safe for you to return to the community.

While you are quarantined

- Remain in your room unless you need to use the restroom.
- Use a mask when you use the restroom.
- Identify a friend on campus who can deliver boxed meals to your door. Your friend should set the meal outside of your door and leave before you open the door to pick it up. If you do not have a friend who can do this for you, please let Residence Life (reslife@smith.edu) or the Schacht Center know so that we can help you make arrangements. Please complete this [google form](https://forms.gle/joKTdbmZHkGFwnMr5) (<https://forms.gle/joKTdbmZHkGFwnMr5>) identifying your “COVID-19 Buddy.”
- A Schacht Center nurse will be available as needed to check in with you, answer your questions and hear how you are doing. Please call 413-585-2250 to reach a nurse.
- If you have mental health concerns or wish to have a regular check-in with a counselor, please call 413-585-2840 and request to have a counselor contact you.

Isolation

Isolation is moving to an assigned location. If you have symptoms of coronavirus and have had contact with someone who has tested positive for coronavirus, if you develop multiple symptoms of coronavirus or if you are awaiting the results of a coronavirus test, you will be asked to maintain “isolation status” (move to an assigned location) until the Department of Public Health and your primary health care provider (Schacht Center) determine that it is safe for you to return to the community.

What to bring

- Personal-needs items: clothing, regular medications, personal hygiene needs, extra pillow and blanket if you want, comfort items.
- Electronic needs: computer, phone, chargers
- Academic materials

NOTE: Room will have snacks, water, sheets, a blanket, a set of towels and a pillow

While you reside in isolation

- Remain in the room assigned to you and use only the private bathroom in the room.
- Identify a friend on campus who can deliver boxed meals to you. Your friend should set the meal outside of your door and leave before you open the door to pick it up. If you do not have a friend who can do this for you, please let Residence Life (reslife@smith.edu) or the Schacht Center know so that we can help you make arrangements. Please complete this [google form](https://forms.gle/joKTdbmZHkGFwnMr5) (<https://forms.gle/joKTdbmZHkGFwnMr5>) identifying your “COVID-19 Buddy.”
- Do not use the laundry room. We will work with you to coordinate getting your laundry done.
- A Schacht Center nurse will check in with you daily by phone or Zoom to see how you are doing.
- If you have mental health concerns or wish to have a regular check-in with a counselor, please call 413-585-2840 and request to have a counselor contact you.

Preventing the Spread of the Virus While on Quarantine/Isolation Status

The Smith College facilities department will provide you with the necessary supplies to keep your living area clean and disinfected. In addition to complying with the preventative measures above, please adhere to the following guidelines to prevent the spread of the virus. If you run out of supplies, let someone from the Schacht Center or Residence Life know. Wear a facemask when you are around others. The Schacht Center will provide you with masks as needed.

- If you are in a quarantine space, do not share personal household items.
 - Do not share dishes, drinking glasses, cups, eating utensils, towels or bedding with others in your living area.
 - Wash personal items thoroughly after use.
- If you are in an isolation space, avoid common areas in your house, including the laundry room. If you need to do laundry, we will arrange with Residence Life to get your laundry done.
- Clean “high-touch” surfaces in your isolation area (living area and bathroom) every day.

Caring for Yourself

CDC Guidelines for Self-Care

1. Stay in your room and follow the guidelines you have been given about bathroom use and food delivery.
 - Wear a face mask when using a shared bathroom.
 - If you have been assigned a personal bathroom, do not use any other bathroom.
 - Wait for food to be delivered to an area outside of your living space by either a friend or a college representative.
2. Monitor your symptoms carefully. If your symptoms get worse, call your healthcare provider immediately (see pages 10 and 11 for how to track symptoms).
3. Get rest and stay hydrated.
4. Keep your regular appointments/check-ins with the Schacht Center by phone or by Zoom.
5. Continue with general healthy practices.
 - Cover your coughs and sneezes.
 - Wash your hands often with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
6. Do not share personal items with other people who may be co-located in your quarantine or isolation space. This includes dishes, towels and bedding.
7. Clean all surfaces that are touched often and that you touch while moving about your room and restroom, such as faucets, toilet handles, counters, tabletops and doorknobs. Smith College will provide you with cleaning supplies for your room.

If you develop emergency signs for COVID-19, seek medical attention immediately by calling Campus Police (413-585-2490). Emergency signs include:*

- Fever over 101° F (38.3° C) that does not come down within one hour of taking 500 mg to 650 mg of acetaminophen
- Chest pain or tightness, wheezing or difficulty taking deep breaths
- Uncontrolled vomiting or diarrhea
- Extreme lightheadedness, dizziness or fainting

*This list is not all inclusive. Please call the Schacht Center (413-585-2250) for any other symptoms that are severe or concerning.

Symptom Relief

Over-the-Counter Medicines

Before using any over-the-counter or other medicines, call the Schacht Center so we can guide you toward an appropriate product. Many over-the-counter cold and cough medicines interact with prescription medications and should be avoided unless specifically recommended by your healthcare team.

We do NOT recommend using multi-symptom cough and cold combination products, like DayQuil or Nyquil, because they contain three or four different medications, and you may not need all of them. Combination products like these dramatically increase your risk of adverse side effects and drug interactions.

ALWAYS read the label for instructions. Do not exceed recommended doses. Call the Schacht Center or your pharmacy for any questions about possible drug interactions.

For fever, headache and body aches

- Tylenol (acetaminophen) taken as recommended by your medical provider can help reduce fever and discomfort.
- Do not take more than 3000 mg (3 gm) of acetaminophen in 24 hours.
- **Avoid** Ibuprofen-containing products (including Aleve, Advil, Naproxen, or Naprosyn) and aspirin-containing products (including Excedrin or Alka-Seltzer).

For cough and related sore throat

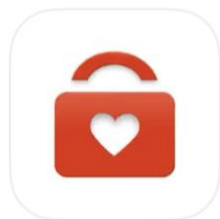
- Coughing sometimes can cause muscle soreness and throat irritation.
- Cough drops can soothe and quiet the cough reflex.
- Throat lozenges such as Cepacol or Chloraseptic soothe throat pain. These products contain numbing agents that can make your throat and mouth feel tingly and numb; this is an expected, normal sensation.

General self-care

- **Fluids**— Try to drink the equivalent of at least 64 oz. or two liters of water per day. This can include water, teas, soups, juices, gatorade, popsicles and broth.
- **Rest**—Make sure you are getting at least 8 hours of sleep per day. Nap as much as you need as long as it does not interfere with your sleep at night.
- **Steam**—Hot, steamy showers may help with your cough. The steam can help loosen mucus in nasal passages and your chest, so you can blow it out or spit it out more easily. This is important, because it helps prevent pneumonia. Apply a warm washcloth to your chest to help soothe and loosen your cough.
- **Stay occupied**—Attend to your classwork as you are able. Watch Netflix. Play an online game. Doodle. Engage in any activities you can enjoy from your room.
- **Stay connected**—Maintain human contact through phone calls, texting and video calls. Reach out to the Counseling Service if you are concerned about how isolation is impacting your mental health.

Tracking Your Symptoms

Keep track of your symptoms on a daily basis. This will enable you to communicate efficiently with your nurse or primary care provider and will help us to closely monitor the progress of your illness. You can use the chart below or download the free app “Symple Symptom Tracker” to record your symptoms.



**Symple
Symptom Trac...**
a BEAUTIFUL health...

OPEN



When using Symple Symptom, be sure to choose the following symptoms to track.
From the respiratory menu, select *cough & shortness of breath*.
From the sleep menu, select *fatigue*.
From the whole body menu, select *fever*.

Symptom Track Charts

DATE							
Temperature a.m.							
noon							
p.m.							
Cough							
Shortness of Breath							
Fatigue							
Other							
Other							

** You can indicate the presence of a symptom by recording a check mark or by rating the severity of the symptom on a scale of 1-10 with 10 being the worst.

DATE							
Temperature a.m.							
noon							
p.m.							
Cough							
Shortness of Breath							
Fatigue							
Other							
Other							

Taking Care of Your Mental Health

General Guidelines for Stress and Coping—from the [CDC](#)

—adapted from the CDC website (retrieved 03/27/20)

Everyone reacts differently to stressful situations. How you respond to the outbreak can depend on your background, the things that make you different from other people and the community you live in.

People who may respond more strongly to the stress of a crisis include:

- Older people and people with chronic diseases who are at higher risk for COVID-19
- People who have ongoing mental health struggles
- People with family members or friends who are sick or live in areas where COVID-19 is more prevalent

Stress during the COVID-19 outbreak can include:

- Fear and worry about your own health and the health of your loved ones
- Changes in sleep or eating patterns
- Difficulty sleeping or concentrating
- Worsening of chronic health problems
- Increased use of alcohol, tobacco or other drugs

Ways to support yourself

- If you have a pre-existing mental health concern, continue with your current treatment and pay attention to new or worsening symptoms.
- Take care of yourself and others as you are able. Helping each other cope with stress can make our community stronger.
- Take breaks from watching, reading or listening to news stories, including social media. Hearing about the pandemic repeatedly can be upsetting.
- Take care of your body. Take deep breaths, stretch or meditate. Download the Calm App using the license purchased by President McCartney



Visit www.calm.com/signup or download the Calm app from the Apple iTunes store on iOS devices or the Google Play Store on Android devices. Create an account using your name and your Smith College email address. Once you sign up, you will automatically have access to your Calm subscription!

- Try to eat healthy, well-balanced meals, exercise regularly, get plenty of sleep and avoid alcohol and drugs.
- Make time to unwind. Try to engage in activities you enjoy.
- Connect with others. Talk with those you trust about your concerns and how you are feeling.

Additional Recommendations

While continuing to be mindful of healthy physical distancing, try to incorporate the following into your day as a part of your recuperation.

- Get plenty of rest, sleep and fluids.
- Do some movement to boost your immune system. Try some low impact movement to keep your body and mind active.
- Take advantage of web- and phone-based social interactions. Check in with folks who you care about.
- Do an activity that you enjoy and that will help to speed your overall recovery—doodle, journal, watch YouTube videos/Netflix (Netflix even has party mode for friends to join you), and so on.
- *Challenge yourself to stay in the present.* Perhaps your worry is compounding—you are not only thinking about what is currently happening but also projecting into the future. When you find yourself worrying about something that hasn't happened, gently bring yourself back to the present moment. Notice the sights, sounds, tastes and other sensory experiences in your immediate moment and name them. Engaging in mindfulness activities is one way to help stay grounded when things feel beyond your control.



When in doubt, always reach out

The Counseling Service is available 24 hours a day
for crisis appointments at 413-585-2840

How Schacht Center Will Care for You in Isolation

Appointments With the Schacht Center

You will communicate regularly with a nurse or primary care provider by phone and/or Zoom. Expect daily check-ins to start. As you recover, we may adjust the frequency of our check-ins, depending on your specific needs. If necessary, we may ask you to visit the Schacht Center directly, or we may stop by to check on you in person. These decisions will be made on a case-by-case basis.

Communication

It is important that you check your Smith email frequently for messages from the Schacht Center and provide us with your current, active phone number. Please keep your phone charged and be ready to accept our calls. We sometimes find that students have phone numbers that do not accept incoming calls or voicemail. Please adjust your phone settings so we can reach you quickly as needed.

Medical supplies

We will provide you with a basic self-care kit, including over-the-counter medicine for fever and pain, disposable thermometers, masks, throat lozenges, cough drops, salt and tea. If you run out of these basic medical supplies, please let the Schacht Center know and we will provide you with additional items as needed.

Dining

Meals will be delivered to your isolation unit at the appropriate times. Snack boxes will also be provided and will contain shelf-stable products.

Academic Supports

If you are ill but feel able to continue your coursework, you should do so. You may want to contact your class dean and keep the dean informed. Continue to attend class sessions and hand in assignments on time.

If you are ill and your symptoms are interfering with your ability to attend classes and keep up with your coursework, contact your class dean who can send a “health difficulties” email to your instructors. These memos provide you a brief window of time to catch up on your work. The memos do not contain details about your illness.

If your illness affects your work for more than two or three days, notify your class dean, who will be in touch with your professors and adviser(s). Make sure, however, that you are also in touch with the Schacht Center. The class dean and the Schacht Center will work with you to ensure that you are able to make academic progress while maintaining your health.

Class Deans

First-Year Students

Jane Stangl, jstangl@smith.edu

Sophomores

Tina Wildhagen, twildhag@smith.edu

Juniors & Adas Comstock Scholars

Andrea Rossi Reder, arossireder@smith.edu

Seniors

Danielle Ramdath, dramdath@smith.edu


General Practices to Prevent the Spread of the Virus

Continue preventative measures recommended by the CDC, even if you are not sick.

STOP THE SPREAD OF GERMS

Help prevent the spread of respiratory diseases like COVID-19.

- Avoid close contact with people who are sick.** Illustration shows two people shaking hands and a person coughing into their elbow, with virus particles floating around.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.** Illustration shows a person coughing into a tissue.
- Avoid touching your eyes, nose, and mouth.** Illustration shows a person's hand near their face with a red prohibition sign over it.
- Clean and disinfect frequently touched objects and surfaces.** Illustration shows hands being cleaned with a spray nozzle.
- Stay home when you are sick, except to get medical care.** Illustration shows a house with a bed inside.
- Wash your hands often with soap and water for at least 20 seconds.** Illustration shows hands being washed with soap suds.

 [cdc.gov/COVID19](https://www.cdc.gov/COVID19)

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