COVID-19 Academic Notification Templates

Template #1 - Student Positive for COVID-19 & Close Contact – To be used by course instructors/program directors in coordination with their School's Office of Student Affairs to notify students in their classes/programs who had close contact with the affected student who tested positive for COVID-19. Close contact shall

#2 - Student Tests Positive for COVID-19 & No Close Contact t To be used by E instructors/program directors v student affairs To notify students in their classes who did not have close contact with the affected student who tested positive for COVID-19. No close contact shall be determined when it is known that there was no contact within 6 feet of an unmasked infected student and others in the class for more than fifteen minutes.

We were made aware that a student in _____ [SPECIFY CLASS/PROGRAM] recently tested positive for COVID-19. The CDC and health department protocols including those for contact tracing are being conducted, and you may be contacted by the Office of Institutional Health or a contact tracer with further instructions. We will have the classroom and the shared common spaces they used cleaned and sanitized and will follow appropriate CDC guidelines to limit further spread and maintain a safe vP environment.

Out of an abundance of caution, we wanted to provide you this notification. You should continue to report to campus for during your regular schedule; however, we ask that you monitor yourself for symptoms of COVID-]v (-screening process. If there is a need for further action on your part, the Office of Institutional Health will reach out directly to

#3 [To be used by Instructors/program directors] v to notify students in their classes or programs when another student has reported high-risk exposure from another person.