



COVID-19 Team Member Notification Templates

Template #1 - Employee in Department Tests Positive for COVID-19 & Close Contact – To be used by supervisors to notify employees in their department who had close contact with the affected employee who tested positive for COVID-19. Close contact shall be determined when it is known that an unmasked infected employee was within 6 feet of others in the department for more than 15 minutes.

We were made aware that an employee in _____ [SPECIFY DEPARTMENT] recently tested positive for COVID-19 and you have been identified as one who may have had close contact, within 6 feet, of this employee. 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 designated health surveillance unit or a contact tracer with further instructions. We will have the employee's workstation and the shared common spaces they used cleaned and sanitized and will follow appropriate CDC guidelines to limit further spread and maintain a safe working environment.

We ask that you self-isolate, monitor yourself for symptoms of COVID-19 in accordance with the University's daily self-screening process, and follow instructions from the designated health surveillance unit. You may also seek guidance from a health care provider, and follow the instructions from your health care provider and the contact tracer regarding testing and treatment.

Please note that you will not be allowed to return to campus until you have self-isolated for _____ [SPECIFY DAYS] days as advised by the designated health surveillance unit.

[IF EMPLOYEE CAN WORK REMOTELY DURING SELF-ISOLATION] While you are self-isolating, it is my expectation that you work remotely during this time. The priority for your work will need to include _____ [PROVIDE STATEMENT OF EXPECTED WORK TO BE PERFORMED].

[IF EMPLOYEE CANNOT WORK DURING SELF-ISOLATION] Due to the nature of your work, you will be unable to work remotely during the self-isolation period. For questions with regard to leave that may be applicable to your absence from work, please contact our campus human resources director.

In the event that you develop COVID-19 symptoms, you should complete an [online form](#). The Office of Institutional Health's designated health surveillance unit will advise you on the appropriate follow up needed including but not limited to, the need for testing, self-isolation requirements, and/or advising to contact your health care provider.

Please remain in regular communication with me and let me know if you have any questions or concerns. We will continue to monitor this situation and provide support and updates as necessary. Your health and the health of the University community remain our top priority.



Template #2 - Employee in Department Tests Positive for COVID-19 & No Close Contact – To be used by supervisors to notify employees in their department who did not have close contact with the affected employee 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 employee and others in the department for more than fifteen minutes.

We were made aware that an employee in _____ [SPECIFY DEPARTMENT] 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 designated health surveillance unit or a contact tracer with further instructions. We will have the employee's workstation and the shared common spaces they used cleaned and sanitized and will follow appropriate CDC guidelines to limit further spread and maintain a safe working environment.

Out of an abundance of caution, we wanted to provide you this notification. You should continue to report to campus for work during your regular schedule; however, we ask that you monitor yourself for symptoms of COVID-19 in accordance with the University's daily self-screening process. If there is a need for further action on your part, the Office of Institutional Health's designated health surveillance unit will reach out directly to you with additional information.

If you experience symptoms of COVID-19, you should complete an [online form](#), self-isolate, monitor yourself for symptoms of COVID-19 in accordance with the University's daily self-screening process, and follow instructions from the designated health surveillance unit as applicable. You may also seek guidance from a health care provider, and follow the instructions from your health care provider and the contact tracer regarding testing and treatment.

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Template #3 - Employee in Department had a High-Risk Exposure – To be used by supervisors to notify employees in their department when another employee has reported a high-risk exposure from another person.

We were made aware that an employee in _____ [SPECIFY DEPARTMENT] may have been exposed to an individual known to have 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 designated health surveillance unit or a contact tracer with further instructions.

Out of an abundance of caution, we wanted to provide you this notification. You should continue to report to campus during your regular schedule; however, we ask that you monitor yourself for symptoms of COVID-19 in accordance with the University's daily self-screening process. If there is a need for further action on your part, the designated health surveillance unit will reach out directly to you with additional information.

If you experience symptoms of COVID-19, you should complete an [online form](#), self-isolate, monitor yourself for symptoms of COVID-19 in accordance with the University's daily self-screening process, and follow instructions from the designated health surveillance unit as applicable. You may also seek guidance from a health care provider, and follow the instructions from your health care provider and the contact tracer regarding testing and treatment.

Please remain in regular communication with me and let me know if you have any questions or concerns. We will continue to monitor this situation and provide support and updates as necessary. Your health and the health of the University community remain our top priority.