



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.

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.