



COVID-19 Academic Notification Templates

Template #1 - Student Tests Positive for COVID-19 & Close Contact – To be used by course instructors/program directors in coordination with their school's respective student affairs leader to notify students in their classes/programs who had close contact with the affected student who tested positive for COVID-19. Close contact shall be determined when it is known that an unmasked infected student was within 6 feet of others in the class/program for more than 15 minutes.

We were made aware that a student in _____ [SPECIFY CLASS/PROGRAM] recently tested positive for COVID-19 and you have been identified as one who may have had contact within 6 feet of this student. 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 learning 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 Office of Institutional Health. 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 Office of Institutional Health.

You will need to report the absence from your classes in the same manner as illness is reported. If your instructors/program directors state that you are unable to attend your classes or participate in your program virtually during the self-isolation period, please work with _____ [SPECIFY NAME AND CONTACT INFORMATION OF APPLICABLE STUDENT AFFAIRS LEADER] and/or Tamara Mancini in Student Disability Services for follow up and additional guidance to determine options available to you.

In the event that you develop COVID-19 symptoms, you should complete an [online form](#). The Office of Institutional Health 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 - Student Tests Positive for COVID-19 & No Close Contact – To be used by course/instructors/program directors in coordination with their school’s respective student affairs leader to notify students in their classes/programs 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/program 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 learning 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-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 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 Office of Institutional Health 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.



Template #3 – Student had a High-Risk Exposure – To be used by course instructors/program directors in coordination with their school’s respective student affairs leader to notify students in their classes/programs when another student has reported a high-risk exposure from another person.

We were made aware that a student in _____ [SPECIFY CLASS/PROGRAM] 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 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 Office of Institutional Health 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 Office of Institutional Health 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.