**SAMPLE: Instructor Version**

**CLASSROOM COVID-19 NOTIFICATION**

Good evening,

We learned today that **a person in your xxx class has tested positive for COVID** and may have attended class when they were infectious to others. The person who tested positive is recovering in isolation and we wish them well. The students in your course will be receiving an email soon notifying them to this possible exposure and providing them with information on what they need to do.

**This email is not a notification of being in close contact of someone with COVID, and is just a general notification of potential exposure.** The potential exposure occurred during any classes held (range of dates based on positive case infectious period). If class was not held during this time, it is unlikely that you and others were exposed while the individual was infectious to others.

**Given the high rates of vaccination in the Western community, you and your students do not need to quarantine. You can continue with your class as scheduled** Additionally, vaccinated individuals do not need to get a COVID test, unless they are notified that they were a close contact.

**If you are unvaccinated, you need to quarantine and should contact your primary care provider for COVID testing**. Students who are unvaccinated need to quarantine and contact the Student Health Center for further directions**.**

Additionally, we need your assistance on two items:

* **Notify us as soon as possible if there are additional CRNs associated with your course**. We only have access to the CRN of the student who tested positive, so only students under that same CRN will received notice from us unless we are told otherwise by you.
* **Forward this notice to any additional instructors or assistants in this course.** We only have access to the primary instructor and the students for each class, so we need your help in notifying your colleagues.

We recognize that some individuals may be concerned about being exposed to COVID. The [Human Resources website](https://hr.wwu.edu/hrs-covid-information) has the most up to date information on what you should do if you have been exposed to COVID, and we encourage you to review their information for information about leave, testing, and the like.

If you experience any COVID-19 [symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), such as cough, fever, shortness of breath, chills, sore throat, muscle pain, loss of taste or smell, unexplained headache, and gastrointestinal symptoms- even if you are fully vaccinated:

1.     **Stay Home,**do not go to work or class, or to any public location (except a health care facility/testing site)

2.     **Get tested**. Schedule an appointment for 5-7 days after you were potentially exposed. You can make an appointment through the [voluntary employee testing program](https://hr.wwu.edu/voluntary-employee-testing-program), or get tested in elsewhere in the community.

3.     **If you test positive,**notifyHR through [HR.COVID.Assistance@wwu.edu](mailto:HR.COVID.Assistance@wwu.edu).

As a reminder, the most important things we can all do to limit the spread of COVID-19 are:

·        **Get**[vaccinated](https://www.ehs.washington.edu/covid-19-prevention-and-response/uw-covid-19-vaccination-policy/)**against COVID-19.**

·        **Stay home and away from others when you are sick or experiencing symptoms.**

·        **Wear a face covering.**

·        **Wash hands often**with soap and water for at least 20 seconds. If water is not available, use hand sanitizer.

·        **Avoid touching your eyes, nose, or mouth** with unwashed hands.

·        **Avoid contact with people who are sick.**

Please note that this guidance has been created in conjunction with the Student Health Center and Human Resources. For more information, visit the [COVID Recovery Status website](https://www.wwu.edu/coronavirus), [Human Resource COVID website or](https://hr.wwu.edu/hrs-covid-information) the [Student Health Center COVID information page](https://studenthealth.wwu.edu/covid-vaccines).

If you would like to see a copy of what students will be receiving, please see below. Students will be messaged within the next hour.

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| Western logo |  | **COVID Support Team**  Western Washington University 516 High Street, Bellingham WA 98225  [covidsupport@wwu.edu](mailto:covidsupport@wwu.edu)  [*WWU COVID-19 Information*](https://www.wwu.edu/coronavirus) |

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\*insert copy of student notification\*