Guidelines for Faculty when a Student Tests Positive or has a Close Contact Exposure to COVID-19

Key Guidelines

- Students, faculty, and staff are expected to self-report a positive COVID-19 test using the confidential Self-Report Form. Faculty will be notified when a student in their class self-reports a positive test.
- Students can report a close contact exposure to COVID-19 using the Student Exposure Self-Report Form. Close contact exposure is contact with a person of less than 6 feet of distance for 15 minutes or more (with or without masks). Faculty will be notified when a student in their class is required to quarantine due to a close contact exposure.
- Upon receipt of either self-report forms, the COVID-19 Resource Center (CRC) will conduct the necessary contact tracing; therefore, faculty members should not notify the class that someone has tested positive or had a close contact exposure.

How will I be notified when a student in my class submits a COVID-19 Positive or Exposure Self-Report Form?

If a student in your class self-reports a positive test or a close contact exposure requiring quarantine, you will receive a CRC-generated email with the student's name and date of campus return. This email serves as an official univeristy excuse. The email will not specify whether the student tested positive or had a close contact exposure.

The CRC will conduct the necessary contact tracing. You should not disclose to the class that a student tested positive or had a close contact exposure. You may continue with normal class instruction.

What should I do if a student in my class reports directly to me a positive test or close contact exposure?

If you have not received a CRC-generated email for the student, you should encourage the student to submit the appropriate self-report form and subsequently forward the student's name/email to the CRC at covidresourcecenter@auburn.edu. Upon receipt of your communication, the CRC will contact the student to ensure submission of a self-report form, which will initiate the process described above.

If the student reports a positive test and you have information about specific, identifiable students with whom the student had close contact during your class (e.g., a seating chart), you are encouraged to submit that information through the COVID-19 Classroom Close Contact Notification Form. This information may assist the CRC in its contact tracing.

COVID-19
RESOURCE CENTER

aub.ie/covidhelp | 334.844.6000 | covidresourcecenter@auburn.edu

Updated January 10, 2022

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Should I inform my class that a student has tested positive or had a close contact exposure?

The CRC will provide necessary notifications through their contact tracing. Therefore, you should not disclose to the class that a student has tested positive or has reported a close contact exposure.

What responsibility do I have regarding contact tracing?

The CRC will conduct contact tracing. The CRC may contact you for additional class information to assist with their efforts.

May I ask students if they are vaccinated?

No, you may not ask students if they are vaccinated.

May I ask students if they have received a negative test?

No, you may not ask students if they have received a negative test.

What do I do if a student notifies me of a close contact exposure but wants to attend class?

As a reminder, you may not ask the student about vaccination status. If the student is fully vaccinated and asymptomatic, quarantine is not necessary. You should remind the student to monitor symptoms for 14 days and to quarantine and get tested if symptoms develop.

Instructor and student notification examples follow.

Dear xxxx,

This email serves as your official university excuse.

Based on the information you provided your return to campus date is: **x/x/2022**

If illness symptoms persist or increase please seek additional medical support from the Auburn University Medical Clinic or your personal physician.

War Eagle,

COVID Resource Center

Name,
Our records indicate you had a COVID-19 test that resulted as positive on Date.

According to guidelines by the Center for Disease Control (CDC) and Auburn University, you are required to self-isolate until Date.

You are cleared to return to campus on the date above once you have met ***all criteria below***

• You have spent at least 5 full calendar days (after the onset of your symptoms or if you are asymptomatic, from the date of your positive test) in self-isolation.

• If you have no symptoms or your symptoms (especially no fever for 24 hours) are resolving after 5 full days, you can leave your house.

• Continue to wear a well-fitting mask around others (on or off campus) for 5 additional days.

• If you have a fever, continue to stay home until you are fever-free for at least 24 hours without using fever reducing medication.

You do ***not*** need to take an additional COVID-19 test to return to campus.

If you need further guidance, please consult the [COVID Resource Center website](#).

Thank you,
AU COVID Resource Center

Name,
Our records indicate you reported a close contact exposure to someone with COVID-19 on Date.

Close contact exposure includes:
- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more (with or without masks)
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Who should quarantine?
- Individuals 18 or older who completed the primary series of recommended vaccine but have not received a recommended booster shot.
- Individuals who received the single dose Johnson & Johnson over 2 months ago and have not received a recommended booster shot.
- Individuals that are not vaccinated or have not completed a primary vaccine series.
- Individuals who have not had confirmed COVID-19 within the last 90 days (tested positive using a viral test).

According to guidelines by the Center for Disease Control (CDC) and Auburn University, you are required to quarantine until at least Date. More information about various quarantine scenarios and lengths are available at cdc.gov.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

You are cleared to return to campus on the date above once you have met the criteria below.

What to do for quarantine

- Stay home and away from other people for at least 5 full days after your last contact with a person who has COVID-19.
- Wear a well-fitting mask when around others for at least 10 days.
- For 10 full days after your last close contact with someone with COVID-19, watch for fever, cough, shortness of breath, or other COVID-19 symptoms.
- If you develop symptoms, stay home. It's recommended you consult with a healthcare provider to help determine whether testing or treatment is needed.

If you need to report a positive COVID-19 test click here to complete the mandatory self-report form . If you need further guidance, please consult the COVID Resource Center Website.

Thank you,
AU COVID Resource Center

Dear Name,

Our records indicate you reported a close contact exposure to someone with COVID-19 on Date. You indicated that you currently do not have any symptoms of COVID-19 and have received all recommended vaccine doses, including a booster, or have tested positive for COVID-19 in the last 90 days.

Per CDC and ADPH guidelines, you are not required to quarantine at this time. Please continue to wear a well-fitting face mask around others for 10 days (from the date of your last contact with someone with COVID-19) and monitor yourself closely for symptoms of COVID-19. If you experience symptoms, you should stay home. It is recommended you consult with a healthcare provider to determine whether testing or treatment is needed.

You will not receive a class excuse because you are not required to quarantine.

If you later need to report a positive COVID-19 test, click here to complete the mandatory self-report form. If you need further assistance, please consult the COVID Resource Center website.

Thank you,

AU COVID Resource Center
334-844-6000
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aub.ie/covidhelp