

# Spring 2021 COVID-19 Absence Process

## How instructors are notified

For Spring 2021, the COVID-19 Resource Center will send notification emails to instructors for students that complete a COVID-19 positive or exposure self-report form.

### + What students need to know

- If you test positive for COVID-19, or if you need to quarantine due to an exposure to someone with COVID-19, you should complete a Self-Report Form on the COVID-19 Resource Center website.
- Once completed, you will receive an email with a return to campus date included.
- An email will also be sent to your instructors letting them know that you will not be in class and stating the date when you will be able to return to campus.
- The email sent to professors will not state the exact reason for your absence (positive versus exposure), it will simply state that you will not be able to return to campus until a specific date.

### + What instructors need to know

- You will receive from the COVID-19 Resource Center if one of your students completes a Self-Report Form stating they either have had a COVID-19 positive test or exposure. The email will state the name of the student who tested positive.
- If a student notifies you that they are unable to attend class for a COVID-related reason, please ask them to visit the COVID-19 Resource Center website and complete a self-report form.
- Advise the student that the email from the COVID-19 Resource Center will count as their excused absence for the missed class time.
- If you do not receive an email from the COVID-19 Resource Center, you may contact the center at [covidresourcecenter@auburn.edu](mailto:covidresourcecenter@auburn.edu) and ask for confirmation that the student has submitted a COVID-19 Self-Report Form. Your email will be answered with information about whether or not there is a record of a needed class absence on file.

### + Emails will come from the COVID-19 Resource Center.

- You will receive from the COVID-19 Resource Center if one of your students completes a Self-Report Form stating they either have had a COVID-19 positive test or exposure. The email will state the name of the student who tested positive.



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## + **Sample email to COVID-19 positive student with their return to campus date**

Our records indicate you had a COVID-19 test that resulted as positive on Friday, July 31, 2020. According to guidelines by the Centers for Disease Control (CDC) and Auburn University, you are required to self-isolate until Monday, August 10, 2020.

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

1. You have spent at least 10 calendar days in self-isolation
2. You have been fever-free for at least 24 hours without the use of fever-reducing medication
3. Your symptoms have improved

You do not need to take an additional COVID-19 test to return to campus. If you have additional questions, please contact the COVID Resource Center at [aub.ie/covidhelp](http://aub.ie/covidhelp) or 334-844-6000.

## + **Sample email to instructor about student absence**

Our records indicate that [student's name] will be not be physically present for classes until August 25, 2020.

If you have additional questions, please contact the COVID Resource Center at [aub.ie/covidhelp](http://aub.ie/covidhelp) or 334-844-6000.

