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 university 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 covidresourcenter@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.
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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.