

# 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 [covidresourcecenter@auburn.edu](mailto: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.



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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.



Greetings AU instructor:

Our records indicate that  
Student Name, Class

Has contacted the COVID-19 Resource Center and will be able to return to class on 00/00/21.  
This is an excused absence.

If you have additional questions, please contact the [COVID-19 Resource Center](#) by [email](#) or by calling 334-844-6000. If any student in your class notifies you at any time that they tested positive for COVID-19 or were a close contact of someone who tested positive, encourage them to complete the required [COVID-19 Positive or Exposure Self-Report Form](#).

If the student continues not to be present for classes after the return date listed, please first reach out to the student. If that is unsuccessful you may refer the student to [Auburn Cares](#).

Thank you,  
AU COVID Resource Center  
334-844-6000  
[covidresourcecenter@auburn.edu](mailto:covidresourcecenter@auburn.edu)  
[aub.ie/covidhelp](http://aub.ie/covidhelp)



Dear xxxx,

This email serves as your official university excuse.

Based on the information you provided your return to campus date is: **x/x/2021**

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



334-844-6000 | [aub.ie/covidhelp](http://aub.ie/covidhelp)

*Tested positive for COVID-19?*

*Please fill out the required **Self-Report Form**.*

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

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](https://www.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 **all** the criteria below.

- You have spent at least 10 calendar days in quarantine
- You have been fever-free for at least 24 hours without the use of fever-reducing medication
- You who no signs of other symptoms

If you need to report a positive COVID-19 test [click here to complete the mandatory self-report form](#) . If you have additional questions, please contact the COVID Resource Center at [aub.ie/covidhelp](https://aub.ie/covidhelp) or (334) 844-6000.

Thank you,  
AU 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 three*** of the criteria below.

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

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 are fully vaccinated (it has been at least two weeks since your second dose of either the Pfizer or Moderna COVID-19 vaccine or one dose of the Johnson & Johnson vaccine).

Per CDC and ADPH guidelines, you are not required to quarantine at this time. Please continue to wear face coverings indoors and monitor yourself closely for symptoms of COVID-19 for the next 14 days. If you experience symptoms, you should quarantine and get tested as soon as possible.

**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 have additional questions, please contact the COVID Resource Center at [covidresourcecenter@auburn.edu](mailto:covidresourcecenter@auburn.edu) or (334) 844-6000.

Thank you,

AU COVID Resource Center  
334-844-6000  
[covidresourcecenter@auburn.edu](mailto:covidresourcecenter@auburn.edu)  
[aub.ie/covidhelp](http://aub.ie/covidhelp)

