

E-mail Template for Faculty to Inform Students of a Positive Case in Their Class

Instructions:

- *Copy and paste the following text into an e-mail.*
- *Place covid-19-report@seattleu.edu in the TO field and BCC the list of students exposed.*
- *Place "Notification of Possible Exposure to COVID-19 and Public Health Guidance" in the Subject line.*
- *Be sure to replace the highlighted placeholder with the actual date of exposure before sending.*

Dear Student,

Seattle University has received information indicating that you **may have been** in close contact with someone with a confirmed case of COVID-19 on **<<<< INSERT EXPOSURE DATE >>>>**. Consistent with Public Health guidance, this email is to notify you of your potential exposure, request that you **get tested 5 days after** your potential exposure, and monitor yourself for symptoms **for 10 days after your exposure**.

The following guidance applies regardless of your vaccination status:

- If you **HAVE** been experiencing any [symptoms of COVID-19](#), get tested as soon as possible. Do not attend classes, labs, gatherings, or have close contact with others until you have tested negative and symptoms have resolved.
- If you have **NOT** been experiencing any [symptoms of COVID-19](#), wait 5 days from your date of potential exposure, then get tested. Before coming to campus, follow guidance provided by the [Safe Start Health Check](#).
- Local testing resources are available here: <https://www.seattleu.edu/student-health/covid-19-health-resources/covid-19-testing/>. If you live in Bellarmine, Campion, Xavier, or Chardin, you may request a rapid test kit from the building's front desk.
- [Upload your test results](#) under the "Post-Exposure Directed Testing" option.

Frequently Asked Questions:

Have I been exposed to COVID-19?

Maybe. You are receiving this notification because you *may* have been in close contact with someone who tested positive. Unless you received a direct exposure notification, you have not been personally identified as a confirmed close contact. Public Health recommends providing a general notification in this instance.

What if I am vaccinated (or not vaccinated)?

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Please follow the guidance above based on whether you are experiencing symptoms. Your risk of developing symptomatic infection is lower if you have received a vaccine booster shot or if you recently received your primary vaccination series (within the past 2 months for J&J, or 5 months for Pfizer or Moderna). Due to the risk of asymptomatic infection, testing at day 5 following your possible exposure remains highly recommended regardless of symptoms.

Regardless of your vaccination status, this notification does not require you to quarantine. You are encouraged to limit contact with others, to the extent possible, until you test negative at day 5 following exposure. Continue to monitor for symptoms for 10 full days.

What kind of test should I take?

PCR tests are recommended, but antigen (rapid) tests are also acceptable *if you are asymptomatic*.

If you develop symptoms and test negative with a rapid test, continue to self-isolate until you can confirm the negative results with a PCR test.

What if I have already recovered from COVID-19 within the past 90 days?

You do not need to get tested if you have recovered from COVID-19 within the past 90 days and are currently asymptomatic. If you are symptomatic or would prefer to get tested, take an antigen test such as an at-home rapid test kit. PCR tests are not recommended in this circumstance, as they are more likely to return false positive results in the 90 days following recovery from COVID-19.

Can I go to classes, labs, or clinicals?

Please communicate with your instructors about their expectations. Remember that you are required to pass the [Safe Start Health Check](#) prior to each visit to campus.

Note that off-campus clinical sites may have their own policies and requirements. You may forward this message to your clinical site leader for further guidance.

Do I have to report my test results to the university?

[Upload your test results](#) under the "Symptomatic or Known Exposure" option. Please also report positive test results to covid-19-report@seattleu.edu.

Where can I get more information?

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For more information about Seattle University's response to COVID-19, visit www.seattleu.edu/coronavirus. For medical privacy reasons, the university cannot share additional details about the circumstances of your potential exposure. If you are experiencing symptoms, or if you have tested positive for COVID-19, contact covid-19-report@seattleu.edu.

How do I know if I am permitted to be on campus?

Please remember to complete the [Safe Start Health Check](#) every day prior to arriving on campus.