



UNIVERSITY OF CENTRAL OKLAHOMA GUIDANCE FOR FACULTY: STUDENT POSITIVE CASE OR EXPOSURE

Students are very likely to reach out to their professors if they test positive for or have been directly exposed to COVID-19. Please follow this guidance when contacted. Note that the Centers for Disease Control and Prevention (CDC) defines direct exposure as being in contact with a COVID-19 positive person in a proximity of six feet or less for more than 15 minutes. Page 1 addresses a student positive test result. Page 2 addresses a student with direct exposure. Page 3 includes email communication templates for you to use when contacting students.

STUDENT REPORTS POSITIVE TEST RESULT

1. Your communication with the student should include the following:
 - a. Tell the student to please inform the university of the positive test result by calling 405-974-2345, emailing covid19response@uco.edu and/or filling out the [UCO COVID-19 self-reporting form](#). Reporting is required for those who have been on campus and tested positive. Students can also refer to the university's coronavirus website for additional information: <https://www.uco.edu/coronavirus/whatsnext#students>.
 - b. The university is following [CDC guidelines](#) regarding when the student can return to campus for in-person classes and activities. Students should not return to class/campus until these criteria are met. Current guidance states those who have had COVID-19 can be around others after:
 - i. Isolating for 10 days, even if you've had no symptoms, OR
 - ii. 24 hours with no fever without the use of fever-reducing medications AND
 - iii. Other symptoms of COVID-19 are improving (Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation)
 - iv. Or a note of release from their health care provider.
 - c. Offer alternatives for continuing class if they are able. These absences should be considered excused.
 - d. Ask if the student has the resources they need to care for themselves, such as access to food, medicine and other health care needs. If the student indicates they do not, please complete the university's quarantine help form at <http://uco.edu/quarantinehelp>. Note that students living in university housing should also contact their Resident Assistant so they can be moved to a quarantine room and receive assistance.
2. Contact the UCO COVID-19 Response Team by calling 405-974-2345, emailing covid19response@uco.edu or filling out the [UCO COVID-19 self-reporting form](#) to share the student name and reported positive test result and the course name and CRN. Yes, this may be duplicative, but it ensures the information gets to the university so the next steps in contact tracing and mitigation can occur. You will also be asked to share information regarding others in the class who may have been directly exposed (per CDC guidelines) to the impacted student while in class to aid in contact tracing.

3. Take any additional steps as directed by the COVID-19 Response Team, including getting tested yourself if prolonged direct exposure occurred.
4. It may be necessary to temporarily shift an in-person class to virtual synchronous delivery. This depends on a number of factors, including the proximity of the impacted student to others in the class or the amount of time between notification and the next class period (which would impact the time needed to conduct contact tracing). The COVID-19 Response Team will assist in determining the best course of action. If you do need to temporarily shift an in-person class to virtual synchronous delivery, use the email template included in this document to inform your students. **To protect the privacy of personal health record information, do not share the name of the student impacted with other students.** Online (WWW) classes can continue as planned.
5. Inform your department chair of the situation. **To protect the privacy of personal health record information, do not share the name of the impacted student with colleagues.**

STUDENT REPORTS DIRECT EXPOSURE

Direct exposure constitutes being in a proximity of six feet or less for more than 15 minutes with someone who has COVID-19.

1. Your communication with the student should include the following:
 - a. Tell the student to please inform the university of the exposure by calling 405-974-2345, emailing covid19response@uco.edu or filling out the [UCO COVID-19 self-reporting form](#). The student will receive further guidance regarding testing and next steps from the university. They can also refer to the university's coronavirus website for additional information: <https://www.uco.edu/coronavirus/whatsnext#students>.
 - b. The university is following [CDC guidelines](#) regarding when the student can return to campus for in-person classes and activities. They should not return to class/campus until these criteria are met. Current guidance states that anyone who has been directly exposed to someone with COVID-19 should stay home for 14 days **after their last exposure** to that person. However, anyone who has had close contact with someone with COVID-19 and who developed COVID-19 illness within the previous 3 months **and** has recovered **and** remains without COVID-19 symptoms (for example, cough, shortness of breath) **does not** need to stay home.
 - c. Offer alternatives for continuing class if they are able.
2. Contact the COVID-19 Response Team by calling 405-974-2345, emailing covid19response@uco.edu or filling out the [UCO COVID-19 self-reporting form](#) to share the student name and reported exposure and the course name and CRN. Yes, this may be duplicative, but it ensures the information gets to the university so the mitigation next steps can occur.
3. Take any additional steps as directed by the COVID-19 Response Team. Depending on the specific circumstances, they may or may not recommend temporarily shifting your in-person class to virtual synchronous delivery. If you do need to temporarily shift an in-person class to virtual synchronous delivery, use the email template included in this document to inform your students. **To protect the privacy of personal health record information, do not share the name of the impacted student with other students.** Online (WWW) classes can continue as planned.
4. Inform your department chair of the situation. **To protect the privacy of personal health record information, do not share the name of the impacted student with colleagues.**

STUDENT REPORTS INDIRECT EXPOSURE

In cases of indirect exposure, there is substantially less risk. Indirect exposure is considered contact with someone who had a direct exposure or being more than six feet away and/or around less than 15 minutes from someone who tested positive. The student should monitor their health and if they develop symptoms pursue testing. The student can contact their primary health care provider or the OU Physicians Health and Wellness Clinic at UCO for further guidance, if needed.

There is no need to shift class delivery.

EMAIL COMMUNICATION TEMPLATES

IF DPS RECOMMENDS GOING VIRTUAL FOR STUDENT TESTING POSITIVE:

Hello,

I have been informed that a student in (((INSERT CLASS))) has tested positive for COVID-19.

As a result, we will temporarily shift class to virtual synchronous delivery for (((INSERT TIMEFRAME))). Class will continue to meet synchronously on the regularly scheduled day(s) and times. We will plan to reconvene in person on (((INSERT DATE))). I will inform you if that changes. Please do not report back to the classroom until that date. To access the virtual synchronous class, (((INSERT INSTRUCTIONS FOR ACCESSING CLASS VIA ZOOM, TEAMS or WEBEX)))

The COVID-19 Response Team is conducting contact tracing and will reach out to anyone else in the class that may have had direct prolonged exposure to the impacted student. If you are contacted, please follow their guidance.

Please monitor your health in the coming days. You can visit the university's coronavirus websites for information on COVID-19 symptoms and next steps:

<https://www.uco.edu/coronavirus/whatsnext#students>.

I understand this may cause concern. Following these steps, though, helps us reduce opportunities for the virus to spread on campus. Please continue to wear a face mask when around others.

Thank you for your dedication to your studies and the health and well-being of your fellow Bronchos.

IF UCO DPS RECOMMENDS GOING VIRTUAL DUE TO A STUDENT EXPOSURE:

Hello,

I have been informed that a student in (((INSERT CLASS))) was directly exposed to COVID-19.

As a result, we will temporarily shift class to virtual synchronous delivery for (((INSERT TIMEFRAME))). Class will continue to meet synchronously on the regularly scheduled day(s) and times. We will plan to reconvene in person on (((INSERT DATE))). I will inform you if that changes. Please do not report back to the classroom until that date. To access the virtual synchronous class, (((INSERT INSTRUCTIONS FOR ACCESSING CLASS VIA ZOOM, TEAMS or WEBEX)))

At this time, you do not need to be concerned about personal exposure from this class. If the student tests positive, the COVID-19 Response Team will conduct contact tracing and reach out to anyone else in the class that may have had direct prolonged exposure to the impacted student. If you are contacted, please follow their guidance.

Additionally, with all of us wearing face coverings in class, the risk of exposure is greatly reduced.

I understand this may cause concern. Following these steps, though, helps us reduce opportunities for the virus to spread on campus. You can visit the university's coronavirus websites for information on COVID-19 symptoms and next steps:
<https://www.uco.edu/coronavirus/whatsnext#students>.

Thank you for your dedication to your studies and the health and well-being of your fellow Bronchos. I will reach out to you with updates.