

Below is a reporting form for a faculty member to submit names of students who have indicated they are in quarantine, but the faculty member has **not** received notification from the Dean of Students office. The Dean of Students office will follow up with the students on this list to conduct contact tracing.

[COVID-19 Faculty report form for a student in course](#)

Additionally, we have been receiving questions from faculty about what they should be doing in the classroom if a student reports that s/he have tested positive and was in the classroom. If physical distancing of 6 feet or more was maintained in the classroom and everyone was masked, the students and the faculty member are **not** considered close contacts per CDC guidelines. Class meetings and activities should proceed as planned.

Employees and students who are considered close contacts will be contacted by Human Resources and by the Dean of Students Office respectively and given appropriate guidance for quarantine or isolation.