Dear [NAME],

We have learned that a student in the class [COURSE CODE, I.E., ENGL 100 02] tested positive for COVID-19. They told us they were last in your class on [DATE]. If you would like more information about this students’ possible infectious period, please visit the Faculty and Instructors FAQ’s page [LINK] on Falcons Forward. If you would like to know the vaccination rate of that class or section, please log in to the COVID-19 Portal to access that information [LINK].

We ask that you notify the other students in the class and determine how to proceed with your class. Please follow these steps:

**Step 1 - Notify Students**

Immediately notify all students enrolled in the course using one or multiple means of communication - email, Canvas announcement, etc. – whatever you know that your students will read. If you happen to know it, do not share the name of the student(s) who tested positive. Please use the following language, based on your classroom layout and interactions on and between [DATE of infectious period start] to [DATE last in class]:

**Physically Distanced/Outdoor/Did not meet**

If your class was able to be physically distanced during that time period, had not met in the time period, or only met outdoors, send this message:

You are receiving this email because someone in our class has tested positive for COVID-19. You should monitor for symptoms and consider getting a COVID-19 test within the next 3-5 days, especially if you are unvaccinated. If you are sick, do not come to class. See https://www.uwrf.edu/Falcons-Forward/ for further information. Contact covid19@uwrf.edu with questions.

**Not Physically Distanced**

Otherwise, send this message:

You are receiving this email because someone in our class has tested positive for COVID-19. If you are unvaccinated you need to get tested for COVID-19 as soon as possible and monitor for symptoms. If you are fully vaccinated, you should get tested if you develop symptoms. If you are sick, do not come to class. See https://www.uwrf.edu/Falcons-Forward/ for further information. Contact covid19@uwrf.edu with questions.

**Step 2 - Evaluate Instruction**

Consider, based on a number of factors, including class size, space, pedagogy, your own health or family concerns, etc. how you want to manage the next week of classes. Please discuss any plans to change mode of delivery with your department chair before implementation. Also, remember that
permanently changing the mode of delivery of your course is currently discouraged and requires approval from your department chair and college dean.

**Option a) Continue Face-to-Face**

You may continue to deliver content face-to-face and allow those who need to be absent opportunities to make up missed coursework in other ways. If you do this, please complete and send this message to your students:

This class will continue to meet in person. Anyone unable to attend class in person should let me know and plan to [explain options].

**Option b) Switch to Temporarily Hybrid**

You may decide to deliver content in a hybrid format to allow those who need to be absent to continue to participate. If you do this, please complete and send this message to your students:

This class will continue in a hybrid format from [DATE] to [DATE]. Those unable to attend class in person should plan to [join remotely/access content on Canvas/etc.].

**Option c) Switch to Temporarily Online**

You may decide to temporarily move the class online for the following week. If you do this, please complete and send this message to your students:

This class will be going online from [DATE] to [DATE]. All content will be delivered [synchronously/asynchronously] on [platform].

**Step 3 – Include Proactive Vaccine Messaging**

Please also include the following information in your message to students:

To keep our classes safe and in-person, and to reduce the need to quarantine if you are identified as a close contact, UW-River Falls is encouraging everyone to get the COVID-19 vaccine if possible. Learn more at Protect the Nest: [https://www.uwrf.edu/Falcons-Forward/ProtecttheNest.cfm](https://www.uwrf.edu/Falcons-Forward/ProtecttheNest.cfm)