STUDENTS

WHAT TO DO IF YOU ARE A CLOSE CONTACT OF A POSITIVE COVID-19 CASE

• Please follow all public-health guidance.
• Individuals who are unvaccinated or are NOT up to date on their COVID-19 vaccinations should self-quarantine for 5 days followed by wearing a well-fitting face mask when around others for an additional 5 days.
• Individuals who ARE up to date on their COVID-19 vaccinations OR had a confirmed case of COVID-19 in the last 90 days do not need to self-quarantine unless they develop symptoms; these individuals should wear a well-fitting face mask when around others for 10 days after their exposure.
• Everyone exposed to COVID-19, regardless of vaccination status, should get tested at least 5 days after their last exposure, even if the individual remains asymptomatic.
• If you were exposed to COVID-19 and become symptomatic, you should immediately isolate and contact the Campus Health Clinic at 260-481-5748, or otherwise arrange a COVID-19 test.
• Individuals in self-quarantine should be sure to clearly communicate their plan for safely returning to campus to those responsible for ensuring the health and safety of our campus community, including the CARE Team and your instructors.

Responsibilities as a Student

• Submit a CARE Referral Form regarding your potential COVID-19 exposure and need to self-quarantine.
• You may also submit additional notifications to the Office of Student Conduct & CARE at dos@pfw.edu, Student Housing (if you live in Student Housing) at housing@pfw.edu, instructors, and advisors. Your instructors and/or advisors will be strongly encouraged to submit a CARE Referral Form on your behalf.
• A note for instructors: Once you have submitted the CARE Referral Form, you have no further reporting responsibilities. In order to protect student privacy, instructors should not disclose to their class that the student has to self-quarantine as a result of a potential COVID-19 exposure.

You are not required to disclose personal health information to the university or your instructor beyond keeping your instructor informed about your ability to attend class and complete required assignments. You should also communicate with your instructor about your expected return date to class.

After You Submit a CARE Referral Form

• You will receive a more detailed COVID-19 form requesting additional information about your exposure and health status.
• This form will also give you the option of asking the CARE team to contact your instructors.

Upon your request, instructors and advisors will receive the following message from the CARE team:

Professors, Instructors, and Advisors:
You are being contacted as a faculty or staff member who works with STUDENT NAME. Please be advised that STUDENT NAME may be unable to attend courses at this time. STUDENT NAME is to contact you as soon as possible regarding courses and a return date.

This email is being provided as a courtesy by our office for both you and STUDENT NAME. Per Purdue Fort Wayne regulations, class attendance policy is determined by the instructor. All matters related to attendance, including the makeup of missed work, are ultimately to be arranged between the student and instructor.

• **A note for instructors:** Please be aware that this is the uniform message that the CARE Team sends to instructors and advisors regardless of the specific health, personal, or other issue that is keeping the student out of class.

• As the message indicates, it is the student’s responsibility to communicate with their instructors about (1) their ability to attend class virtually (if that is an option for the course), (2) their ability to complete course assignments, and (3) an expected date of return to class.

• Students are not required to disclose a COVID-19 exposure to an instructor, but they may certainly choose to do so. An instructor may require the above notification from the CARE Team before granting a request for a COVID-19 accommodation.

• **A note for instructors:** please provide as much flexibility as is reasonably possible to support students who are unable to attend courses.

**Returning to Campus**

When you have met the conditions outlined in the first section of this document, you may return to campus. Please remember to wear a well-fitting face mask for the number of days indicated above when around others.

If you test positive for COVID-19, you should follow relevant isolation protocols and update your health status with the CARE Team.

*Updated July 20, 2022*