

Sample Classroom Notification Email

Dear [FIRST_NAME_PRF] [LAST_NAME_PRF],

Ensuring the safety and well-being of you and our campus community is of greatest importance to us. CSUSB received notification of an individual who received a positive COVID-19 laboratory result and was recently on campus in a course that you may have attended.

The infected individual was last on campus in [SUBJECT] [CATALOG_NBR], [CLASS_SECTION] on [ENTER date]. **You have been identified as participating in this course with the infected individual, the individual attended the course during their infectious period.** If you were present in this class during the date(s) indicated, you may have been exposed to the virus. If you do NOT believe you were exposed (were not present on the date(s) indicated), no action is required.

Vaccinated individuals who are experiencing no COVID-19 symptoms, are safe to be around others and are not required to isolate. Be sure to schedule a testing appointment on campus 3-5 days after the date of exposure even if you don't have symptoms. Please self-monitor for up to 14 days after exposure and isolate if you begin experiencing COVID-19 like symptoms.

Unvaccinated individuals are required to follow the [CDC guidelines for COVID-19 quarantine](#), for a 10-day quarantine. You should consult your personal physician or the Student Health Center for your healthcare needs if symptoms occur. Please do not visit the campus until **[ENTER Exposure date + 10 days]**.

If you are concerned and would like to be tested, you may [schedule a test](#) or walk-in for free on campus testing. This is available to all campus community members regardless of vaccination status. Vaccination appointments are also available. If you are quarantined, you are still permitted to come to campus for testing. Campus community members who test positive either at the on-campus facility or elsewhere needs to report the positive case using the [COVID-19 Reporting Tool](#).

If you are a student and need support due to COVID-19 exposure or quarantine please contact the [Student Health Center](#) at (909)537-5241. In addition, the [Office of Services to Students with Disabilities](#) (SSD) can assist with course accommodations during your illness. SSD can be reached at (909)537-5238.

Please continue to monitor email, LMS, and any other channels of communication used for this course. Information will be provided regarding what steps will be taken to mitigate the disruption to course instruction due to this case.