**Guidance for Instructors: COVID-19 Notification Protocols**

The FAQs below provide information about the notification process that central administration has established across campus for instructors in the event of a positive COVID-19 case in the classroom. Please note that there is separate [guidance for supervisors](https://docs.google.com/document/d/1YF2rtvCCsm9caMg05c2aCs-FIolDoaVSPMHwFMTGBRg/edit?usp=sharing) in the event that an employee tests positive for COVID-19. For additional context, we encourage you to review information on the Maize & Blueprint website related to the university’s [contact tracing process](https://campusblueprint.umich.edu/faqs/#what-is-contact-tracing-and-why-is-it-important-header) and [how cases are managed](https://campusblueprint.umich.edu/faqs/#what-is-case-investigation-and-how-is-it-done-header). Of particular note, close contacts are defined as having been within 6 feet of someone who has tested positive for more than 15 minutes.

***This guidance is based on information from the provost’s office as of August 31, 2020; we will share any updates as they are received.***

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**Q: When a student or a faculty member in a class tests positive for COVID-19, what are the recommended protocols?**

A: When a student tests positive, U-M Environmental Health and Safety (EHS) will manage a contact tracing protocol, working with the Washtenaw County Health Department. Anyone identified as a close contact by the student will be contacted. For the majority of our classes as designed, other students and faculty would not be considered to be close contacts due to social distancing protocols in place. For our classes where close proximity activity that does meet the definition of a close contact, those individuals in close contact will be notified in the contact tracing process or if unknown, will be identified through further conversations with instructors. The Dean of Students' office will work with the student to determine who needs to be notified of possible absences etc., which is not part of contact tracing.

**Q: What qualifies as “close contact”?**

A: Close contacts are defined as having been within six feet of someone who tested positive for COVID for more than 15 minutes.

**Q: Will faculty and students know if a member of the class has tested positive?**

A: When a confirmed positive occurs, UHS will work with the registrar to pull the roster for all in-person and hybrid classes for that student, and UHS will send a notice that explains that someone in the class has tested positive and that anyone that is considered to have come in close contact will be notified through the contact tracing process. If you are not contacted, you are considered low risk. This message will go to the students and instructor(s) of the section of the course and copy the dean. Most people in the class, as explained above, will not be at a high risk and will not be considered close contact.

**Q: Will an entire class be asked to quarantine if the infected student/faculty member may have had close contact with others in the class?**

A: Those that were in close contact will be notified by contact tracers, and those close contacts will be advised to stay home for 14 days after their last contact with the infected person. Given the physical distancing protocols in place in our classrooms, it is unlikely that this will be the case for an entire class.

**Q: Will the faculty member be notified confidentially to support contact tracing?**

A. Faculty may be notified as described above. We ask faculty to support the process by allowing trained contact tracers to handle communications. Faculty can help by sharing accurate information about the [contact tracing process](https://campusblueprint.umich.edu/faqs#what-is-contact-tracing-and-why-is-it-important-header) in hopes we may alleviate concerns where possible.

**Q: What will students be told if one of their faculty members tests positive?**

A. If anyone is in close contact with another individual that tests positive, they will be notified. Similar to other questions, in most circumstances, there will not be close contact in these situations.

**Q: If someone comes to a faculty or staff member and tells them that they tested positive, what should the faculty or staff member do?**

A. Anyone who hears a report of a positive case should advise the person who tested positive to make sure that their case has been properly reported. Generally this will be handled by the testing facility that found the positive test result. Testing facilities are required to report positive tests to their local Health Department, which in turn will contact those with close contact. In the case of a positive result at University Health Service, the task of contacting those people will be handled by U-M EHS in conjunction with the Washtenaw County Health Department. If the person is unsure if this reporting process has been launched, they should advise the person who tested positive to contact the COVID hotline (this number will be publicized soon). If you are unsure if the person testing positive will notify officials, you can call the COVID hotline.