

From: Susan Agre-Kippenhan

Date: Thursday, January 28, 2021 at 11:10 AM

To: McMinnville Faculty

Subject: What to do when students contact you about COVID concerns

Dear Colleagues – I am following up on the email message sent to you by Erin Roberts on behalf of the COVID Response team on Wednesday the 27th at 3:20 pm. I want to provide you a protocol to follow if you are contacted by a student in your class regarding their exposure or their concerns about their exposure.

Please respond to the student and copy Patty Haddeland.

Ask the student to contact Patty Haddeland, Director of Student Health & Wellness so we can assure that the student is properly connected, on our radar, and their needs can be addressed.

- The Student Health & Wellness Center works with students to determine if they have been exposed (base on the Oregon Health Authority guidelines), administers tests (with same day results), and has processes in place if quarantine or isolation is required.
- The SHW Center will also encourage students who are in quarantine or isolation to connect with Learning Support Service and while this cannot be required the vast majority do connect. If some temporary measures are needed you will receive a letter from LSS.
 - LSS notifications outlining academic support can apply to students on either quarantine or isolation protocols. Receiving an LSS notification will never indicate a student has tested positive for COVID-19 and in most cases, notifications would be related to quarantine procedures.
- This protocol will reduce the faculty email to the SHW Center (on behalf of students) and directs students appropriately. The Center is working overtime but test results are often returned after working hours and connecting with students is not always easily accomplished. Please allow the student a grace period as the testing and tracing processes take place.

It is easy to get a lot of conflicting information about what is happening at Linfield, for accurate information continue to check Linfield Ahead for reports on COVID data (now twice weekly), cumulative data is always available [here](#), and look for communication from the COVID response team.

Thank you for what you do to continue to focus on student success in this changing environment.

Best,

Susan

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