



February 3, 2022

Dear Colleagues,

We are writing to you today with important changes to the notification processes for students placed in isolation or quarantine.

In the past you have been notified by the appropriate Dean's Office – Westhampton or Richmond College for ABJ undergraduates, or the designated School Dean for Law, SPCS, and the MBA program from the Robins School of Business. To facilitate more immediate notification, we are now asking students to email their professors directly, as soon as possible after being placed in isolation or quarantine. An additional benefit is that upon receiving an email each professor can reply to their student with guidance on how best to participate in and keep up with the work for their course. The deans will continue to reach out to offer support and guidance to each student, should they need it, but faculty will no longer receive notification from the deans.

In rare cases of pre-quarantine, a temporary measure in which students quarantine in their room while it is being determined whether or not they are a close contact, you will also hear from the student. As in the past, if you have any questions or concerns when you receive an email from a student, please don't hesitate to reach out to the appropriate dean.

For your reference, the protocols for [isolation](#) and [quarantine](#) for students are available on the COVID-19 website. You can expect to hear from a student when they are placed in isolation or quarantine, including the date they have been told they will be able to return to class; you will also hear from any student whose isolation period is extended.

Please remember that if you are identified as a close contact (within six feet for more than 15 minutes over a 24-hour period), one of the University contact tracers will contact you. If you believe that you meet the definition of a close contact, please email the COVID-19 support line at: hr-health-screens@richmond.edu. If it is determined that you were a close contact, our contact tracers will provide information and testing options, including options for testing on campus. If you are not determined to be a close contact, but are interested in testing, please email the COVID-19 support line at the email address listed above.

Please also remember that when a student writes to you they are sharing this information with you, specifically, but this information remains confidential. Please do not share it with anyone else, including other students in the course or other members of our community, without getting permission from the student.

We hope these changes will make the process smoother and more efficient for all involved. This process is effective tomorrow, Feb. 4. Thank you for all you do to care for our students.

Steve Bisese

Vice President for Student Development

Jeffrey Legro

Executive Vice President and Provost