COVID-related notifications to Faculty

Faculty may receive notifications from the Provost’s Office (Karyn Plumm) or the Office of Student Rights and Responsibilities. Below is an outline of the process that occurs for these notifications to be sent.

1 - Student tests positive for COVID.

2 – Their case is assigned to a contact tracer.

3 – The contact tracer conducts an interview with the case.

   If the student submits their own reporting form following the interview and includes their isolation period you will receive a COVID notification from Karyn Plumm at this point. This notification is sent only to instructors teaching on campus or hybrid courses the student is currently enrolled in. The purpose of this notification is to help ensure students are not in the classroom during their infectious period.

4 – The contact tracer sends information to UND (Alex Pokornowski) regarding the positive case: classes attended while contagious, locations physically on-campus, and identified close contacts. Alex then verifies the information received from contact tracers (enrollment status, contact information, if the student has self-reported, etc.).

5 - If the student has not self-reported Alex will submit a VEOCI report for the student and send information regarding the student’s status.

   Some faculty will receive the COVID notification detailed above from Karyn Plumm at this point because the student did not previously submit the form.

6 - If the student has self-reported Alex reviews the information received from the contact tracing team and the student's self-report. If there are discrepancies he follows-up with the student and with the contact tracing team (if needed).

7 - Alex consolidates all of the identified cases in which a student attended class during a contagious period and sends this list to Karyn.

   Instructors whose classes were identified as students attending during their infectious period will receive a COVID follow-up notification with the details of the class period and dates or date-range. The purpose of this notification to inform the instructor and class of a possible exposure and to continue to encourage COVID mitigation behavior (i.e., wearing masks, getting vaccinated).

Faculty may also receive absence notifications. Absence notifications are sent out on the behalf of a student when they are unable to attend class due to medical, personal or family emergencies, and other related reasons, including COVID. An absence notification does not require a faculty member to excuse an absence. It is sent as a courtesy for the student to inform faculty of a student’s absence and the general reason. These notices typically come from the Office of Student Rights & Responsibilities.