Date

Dear **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,**

We were notified of a COVID-19 case in the **department/class/team/office** with exposure date(s) of **\_\_\_\_\_**.

For privacy reasons, we can’t share many details about the status of the person. The second page of this letter provides guidance on testing, isolation and quarantine depending on your vaccination status. You may also call the Healthcare Hotline at 507-389-5591 with questions about exposure, symptoms and/or testing.

Know that Minnesota State Mankato has taken action to clean and sanitize the facility and is working closely to monitor the situation. To minimize further exposure, we continue to recommend implementation of the following strategies:

* Cover your mouth and nose with a well-fitting mask when around others—even at your home, if you live with others.
* Wash your hands often, especially when in public places. As an alternative, use hand sanitizer that contains at least 60% alcohol.
* Stay home if you are sick. Be alert for symptoms, which can include cough, shortness of breath, fever, headache, chills, muscle pain and loss of taste or smell.
* Consider staying at least 6 feet from other people. Do not gather in groups and stay out of crowded places. Attend classes or meetings virtually whenever possible. If not possible, maintain sufficient spacing at all times.

If you do test positive for COVID-19, call the University reporting line at 507-389-2030. Contact your supervisor and/or faculty to report your status. If you have an employee or student who tests positive, you may call that number to report the positive result on his or her behalf. If you have specific University-related questions, please check the [University COVID-19 webpage](https://mankato.mnsu.edu/coronavirus/rtl-frequently-asked-questions/) for more information. (<https://mankato.mnsu.edu/coronavirus/>)

Sincerely,

Name, Title

|  |  |  |
| --- | --- | --- |
| **IF YOU** | **Vaccinated (at least 14 days after full series)** | **Unvaccinated** |
| **Have been exposed or had close-contact with a confirmed positive COVID-19 case** | * Monitor your symptoms * Continue to go to work/school, you do not need to quarantine * Regularly wear a mask indoors in public until you get a negative test result or for 14 days * Get tested 3-5 days after your last known exposure | * QUARANTINE for 14 days following last known exposure * You should get tested immediately and 3-5 days after the last time you were close to a person with COVID-19 * There are options for shorter quarantine if you follow MDH guidance:   [https://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf](https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.health.state.mn.us%2Fdiseases%2Fcoronavirus%2Fquarguide.pdf&data=04%7C01%7Cnatalie.schuette%40mnsu.edu%7C1288873ecd7540788fb708d973f614de%7C5011c7c60ab446ab9ef4fae74a921a7f%7C0%7C0%7C637668323011672328%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=dzOGbRpToZexAwZza8Qxo1BOINBEldJCdph5lGi6qsA%3D&reserved=0) |
| **Test positive for COVID-19, then you should ISOLATE** | ISOLATE for 10 days then return to work/school when:   * You feel better and are symptom-free   and   * It has been 10 days since you tested positive for COVID-19   and   * You have been fever-free for 24 hours without use of any medication   *There is no need/requirement for a negative COVID test to return to work/school.* | ISOLATE for 10 days, then return to work/school when:   * You feel better and are symptom-free   and   * It has been 10 days since you tested positive for COVID-19   and   * You have been fever-free for 24 hours without use of any medication   *There is no need/requirement for a negative COVID test to return to work/school.* |