



## Communication Regarding Students in Isolation/Quarantine

### Standard Communication

- After a student is directed to quarantine or isolate:
  - They receive a follow-up email from [pphc-notification@purdue.edu](mailto:pphc-notification@purdue.edu) with the subject line “Student/Employee Campus Access Letter.” (See Appendix A)
    - Students may choose to forward this email to instructors.
- The Office of the Dean of Students sends out absence notifications directly to all instructors.
- When a student’s time in isolation or quarantine is completed:
  - They receive a second email from [pphc-notification@purdue.edu](mailto:pphc-notification@purdue.edu) with the subject line “Student/Employee Clearance Letter.” (See Appendix B)
    - Students are directed to forward this email to faculty before returning to in-person class meetings.

### Additional Communication

- If a student living in a fraternity, sorority, or cooperative house tests positive, everyone living in the house is directed to refrain from attending in-person classes for 48-72 hours while the PPHC conducts testing and contact tracing. This period is called a Community Preventative Hold (CPH).
  - Students are notified about the CPH via an email from Brandon Cutler, Associate Dean of Students, with the subject line “Community Preventative Hold – Remote Course Participation.” (See Appendix C)
    - This message includes the names of each student in the house.
    - Students are directed to forward this email to their instructors.
    - Instructors with questions about the CPH letters or the duration of the CPH period can contact Brandon Cutler directly.
  - After the conclusion of the CPH:
    - Students who are directed to isolate or quarantine will receive the standard communication outlined above.
    - Students who are not directed to isolate or quarantine after the CPH are cleared to return to in-person class meetings, but will not receive formal clearance letters.
- Student athletes in isolation or quarantine are under the care of medical professionals in Athletics.
  - As above, ODOS will send absence notifications directly to all instructors.
  - The student clearance notifications will be sent to students from Athletics rather than from the PPHC.
  - Athletes are also not assigned an Academic Case Manager (see below) as a similar function is offered through Athletics.

Feb. 10, 2021

### **Office of the Dean of Students (ODOS)**

- ODOS sends out absence notifications for students who are advised to quarantine or isolate, for grief absences, for military leave, for jury duty, and in urgent and serious health situations (e.g., hospitalization).
- ODOS will *not* send out absence notifications for students who are generally not feeling well or have other common illnesses (e.g., cold, flu). It is up to the faculty to determine how best to manage these absences, as has been the case in prior semesters.
- Whereas most students in isolation or quarantine are able to continue engaging in courses remotely, some are genuinely ill, and flexibility is appreciated. ODOS does not have access to students' medical information; faculty members are encouraged to engage with students to assess if work can be completed or if extensions are needed.

### **Academic Case Managers (ACMs)**

- ACMs are assigned to students in quarantine or isolation to help them manage how they will continue to engage in their courses remotely.
- Whenever possible, students are encouraged to participate in class, complete assignments, and take exams remotely rather than waiting to "make up" the work later. Instructor flexibility and creativity in support of this goal is appreciated.

### **Nurse Case Managers (NCMs through PPHC)**

- NCMs are assigned to students in quarantine or isolation by the PPHC and help students manage all health-related questions and issues.
- NCMs determine a course of care based on the approved medical protocols for Purdue University, including scheduling COVID-19 testing, helping arrange for self-quarantine or isolation, monitoring the student regularly if they are ill, and coordinating with on-campus and community healthcare providers as needed.
- Please direct students with specific questions about COVID-19 symptoms and details regarding quarantine and isolation timelines to the [PPHC](#) at 765-496-INFO (4636) or toll-free at 833-571-1043. They may also email PPHC at [pphc@121.health](mailto:pphc@121.health).

## Appendix A

### Campus Access Email



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#### Student/Employee Campus Access Letter

10/5/2020

Student: [REDACTED]

To Whom It May Concern:

Effective on the date of this letter and until further notice, the above student/employee is not permitted to be on campus and meeting in person for any activities, work and classes.

Sincerely,

Dr. Esteban Ramirez  
Chief Medical Officer  
Protect Purdue Health Center

[REDACTED]  
[@121.health](mailto:[REDACTED]@121.health)  
Case Manager  
Protect Purdue Health Center

## Appendix B

### Clearance Email



### Student/Employee Clearance Letter

10/8/2020

Student: [REDACTED]

To Whom It May Concern:

The above student/employee meets all criteria to be on campus and attend in person for any activities, work and classes.

Sincerely,

Dr. Esteban Ramirez  
Chief Medical Officer  
Protect Purdue Health Center

[REDACTED]  
[REDACTED]@121.health  
Case Manager  
Protect Purdue Health Center

## Appendix C

### Community Preventative Hold Memo



Office of Fraternity, Sorority and Cooperative Life

TO: The instructors of the members of                  } Sorority/Fraternity

FROM: Brandon Cutler, Associate Dean of Students Fraternity, Sorority & Cooperative Life

DATE: January 31, 2021 – 5:00 pm

RE: Community Preventative Hold—Remote Course Participation

The purpose of this memo is to confirm that student members (listed below) of Sigma Tau      Sorority need to refrain from attending in-person course sessions for the next 48 hours due to a community preventative hold at their congregate living residence. Any consideration that may be given to them as they work remotely is appreciated.

This is not a medical quarantine situation and therefore students will not have access to a safe to return notification from the PPHC.

If you have questions about the legitimacy of this situation or if individuals are in fact a part of this registered student organization, please contact the Fraternity, Sorority and Cooperative Life Office ([fscf@purdue.edu](mailto:fscf@purdue.edu) or 795-494-5990) between the hours of 8:30 am – 5:00 pm., Monday through Friday.

Students:



First Name:	Last Name

OFFICE OF FRATERNITY, SORORITY AND COOPERATIVE LIFE  
Kirsch Leadership Center, 228  
1180 3<sup>rd</sup> Street, West Lafayette, IN 47907  
Office: 765-484-5880 – Fax: 765-489-1550 – Website: [www.purdue.edu/fscf](http://www.purdue.edu/fscf)