Template

**Email message**

Subject: Notice of COVID case

Dear Student,

The School has been made aware of a person who has tested positive for COVID-19 in a class you may have attended. Details of this class are:

Unit name:

Campus:

Date:

Time:

What do you need to do?

* Monitor for symptoms
* Do **not** attend campus if you are feeling unwell
* It is strongly recommended that you take a PCR or Rapid Antigen Test as soon as possible
* If you test negative and have no symptoms, you do not need to self-isolate
* You can still attend campus if you have no symptoms or test negative
* Continue to monitor for symptoms and test again if any symptoms occur
* If you test positive at any time you must isolate for seven days from the date you test positive, follow the advice from [NSW Health](https://www.nsw.gov.au/covid-19/management/advice-for-confirmed) and notify your Subject Coordinator.

If your studies are impacted because of this notification, please let me know as soon as possible.

Please remember that you are not alone and we are here to assist you in any way that we can. Visit our [**Student Wellbeing webpage**](http://t.info.westernsydney.edu.au/r/?id=h1d041c0,1a34e44,b14058&did=DM14270&bid=27479620) for information on other services, including wellbeing services, crisis support and chaplaincy.

Regards,

Subject Coordinator