



*Student Affairs*

P.O. Box 5000  
Shepherdstown  
West Virginia 25443-5000  
T 304-876-5214  
F 304-876-5137

## **STUDENT COVID-19 EVENT NOTICE**

**To:**

**Date:**

**RE:**

**Student ID:**

This letter is to inform you that the Student Affairs Office has been notified that the above referenced student, who is in your class named above, has been quarantined related to a COVID-19 event. This quarantine is required by the Temporary Addendum to the Shepherd University Student Handbook and Health Department standards. We cannot provide greater detail about the student's status, due to medical privacy, and it is not appropriate for faculty or staff to seek out such detail, but if the student initiates the discussion with you then of course you are permitted to be responsive. (STUDENT) has been instructed to be in contact with their professors in order to make accommodations for course work during the time of quarantine. Any flexibility and support you can offer at this time will be appreciated.

Please contact the Student Affairs Office with any questions or concerns you may have.

Thank you,

A handwritten signature in black ink, appearing to read "Jacob Mellow".

Jacob Mellow, M.A.  
Coordinator for Student Conduct  
Student Affairs Office  
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304-876-5307