**Closure Email**

To: Building Occupants

CC: Mary Erin Morrissey ([mmorri2@clemson.edu](mailto:mmorri2@clemson.edu))

Subject: Actions in \_\_\_ due to COVID-19 Exposure

Dear Insert audience

We were recently notified an individual who spent time at (insert location) this or last week has since tested positive for COVID-19.

Per University policy, i) campus medical authorities were contacted with private details of the individual and situation, ii) the space the individual was in has been closed effective immediately, and iii) we have contacted Occupational and Environmental Safety for cleaning. The space is currently closed, and when it is re-opened, you will receive notification.

Individuals identified as close contacts will be notified by the individual or medical authorities. More information about steps individuals should take if they feel sick, test positive or have known exposure is available at the COVID-19 Medical Reference found on the University’s website at [www.clemson.edu/coronavirus](http://www.clemson.edu/coronavirus), and detailed instructions on notification procedures will continue to be updated there.

**Reopening Email**

To: Building Occupants

CC: Mary Erin Morrissey (mmorri2@clemson.edu)

Subject: Reopening of SPACE

Dear AUDIENCE,

LOCATION DETAILS have completed the COVID-19 cleaning protocol and/or required interval of closure and is/are now open for use.

Please be reminded that only cleared students, faculty and staff should be on-campus. Additionally, consult the [COVID-19 Medical Reference](https://www.clemson.edu/coronavirus/quick-reference/index.html) if you may have been exposed or are experiencing COVID related symptoms for instructions.

Keep in mind the existing policies and practices regarding cloth face coverings, physical distancing and safe health practices, and disinfection are still in effect.

Thank you for your patience and cooperation in ensuring a safe working environment for yourself, your colleagues and students.