**Sample Language to Include in Emails/Syllabi Regarding COVID-19**

*Note: These are examples and instructors should tailor them to fit their own needs.*

* **Proactively reach out to students in isolation or quarantine:**

*“I just received a notification that you are in [isolation/quarantine]. I am so sorry to hear that and hope you are okay. Please let us know if we can do anything to help you in our class. Your health is the most important thing! I hope all is well.”*

* **Include** [**K-State's Syllabus statements**](file:////provost/resources/teaching/course.html)**, and a specific empathy statement.**

*"Things are different now (during the COVID-19 pandemic) than they were. This is very real for all of us. The 'social distancing' and transition to remote education is tough, and frankly it sucks. We are teaching differently and under different circumstances than we were, and you are learning differently and under different circumstances than you were. Please keep connected with us. If you have difficulty with the course content, assignments, deadlines, etc., please reach out and we will try to work with you as best we can. We want you to learn and succeed. We want to have a wonderful experience learning with you. We should be creating “physical distance” right now, not 'social distance.' We are here for you."*