**Email Response for Students Following Scheduling for a Service**

Thank you for scheduling your appointment with **[INSERT DEPARTMENT AREA]**. To ensure the health and safety of our campus community, please be aware of a few important requirements related to COVID-19 before you come onto campus.

You should not proceed to campus for your appointment if any of the following pertain to you:

1. Have a fever greater than 100 degrees or have any symptoms related to COVID-19 such as sore throat, cough, headache, or new loss of taste or smell on the date of your appointment.
2. You are currently scheduling a COVID-19 test or waiting for test results for yourself due to a known exposure or symptoms.

When you get to campus, please be aware of the following:

1. You MUST wear a facial covering at all times while in the campus facilities or if you are not able to achieve the social distancing (as posted on campus) from another individual when outside.
2. You MUST follow social distancing requirements as posted while on campus with anyone who is not from your household.
3. You MUST practice proper hygiene:
4. Wash hands frequently with soap and water for at least 20 seconds or use alcohol-based hand sanitizer (with at least 60% alcohol), especially after coughing or sneezing and before smoking or eating.
5. Use cough and sneeze etiquette: cough and sneeze into your inner elbow or arm to reduce droplets. If you contaminate your hands with a cough or sneeze, immediately wash your hands with soap and water for at least 20 seconds or use alcohol-based hand sanitizer if hand washing is not available.
6. Do not shake hands with, touch or hug individuals who are not from your household.
7. Please know, ONLY ONE caregiver/guardian/support person will be allowed into your appointment with you. **All others, unless they are minors, must stay in the car**. If you have minors who must attend your appointment with you, please ensure they follow the hygiene protocol mentioned above.

Parking and Entrance to the Building for your Appointment:

**[INSERT DEPARTMENT SPECIFIC INFORMATION HERE]**

Thank you for assisting us with keeping our community safe! **Should you need to reschedule due to not feeling well, please contact us at: [INSERT CONTACT INFORMATION]**. If you have questions related to the COVID protocol, please contact [covidcare@cscc.edu](mailto:covidcare@cscc.edu). We look forward to seeing you at your appointment!