

# Class Outline (Communications Expectations)

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Do not open with  
"Hey!"

COVID-19 Exposure and Absence from Class

Clear and concise subject line

Start off by saying who  
you are

Dear CE 10 Teaching Team,

Be polite and please ask  
kindly rather than  
demanding. We are  
people too!

This is Irissa Machetta from CE 10. My roommate has tested positive for COVID-19, and I am staying home to be safe. Unfortunately, this means I will not be able to attend class today. I understand that a Zoom option is not required per FAS guidelines this semester. I plan to review the class slides after it is posted to Canvas and communicate with my fellow classmate about the session missed. Please let me know if there is anything else I should know or can work on to make up for the missed class. I appreciate your understanding.

The urge may be there,  
but do not apologize for  
being sick or exposed!

Thank you,  
Irissa

**VERY IMPORTANT:** Remember to respond to emails in a timely manner