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[Date]

All employees:

The welfare and safety of our employees during this time is of primary concern. We are writing to inform you of a recent development relating to COVID-19.

We recently learned of one of our [EMPLOYEES, VENDORS, CUSTOMERS, ETC.] who [DESCRIBE NATURE, TIMING, AND DURATION OF INTERACTIONS WITH YOUR ORGANIZATION – WORK, DELIVERY, ETC.] has [CHOOSE APPROPRIATE SCENARIO]

Scenario 1: been exposed to COVID-19 and is experiencing symptoms but no test results have been received. Based upon the information available to us, we understand that this individual has been in contact with a COVID-19 positive person. This individual has also experienced COVID-19 symptoms and is therefore in the process of being tested for COVID-19. If this individual tests positive for COVID-19, we will determine what additional steps are necessary and appropriate to help protect the health and safety of our employees.

or

Scenario 2: been tested for COVID-19 and the results are positive.

We understand that this is a challenging situation at several levels. We ask that you respect the privacy of this individual and not seek out their identity. This individual will not be working until they are released by an appropriate health care professional.

If you have believed you have been exposed to COVID-19 or are experiencing symptoms (see below), please do the following:

- Contact your health care provider immediately for further discussion,
- Do not come to work, and
- Notify us of your potential exposure.

We also take this opportunity to remind our community of some important information regarding COVID-19. [UPDATE AS NECESSARY BASED UPON EVOLVING CDC GUIDANCE]. To slow the spread of the virus, we are requesting your immediate attention to and compliance with the following health-authority-recommended practices – not only to ensure your own well-being, but the well-being of others:

- Follow government mandates around travel, work, and leaving your home.
- Always engage in social distancing (6-foot rule).
- Avoid close contact with people who are sick.
- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.

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- Avoid touching your face, eyes, nose, and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Clean and disinfect frequently touched objects and surfaces.
- Watch for cough, troubled breathing, or other signs of respiratory infection.
- Monitor temperature for a fever above 100.4 degrees F (38 degrees C).

Those who develop a cough, fever, and difficulty breathing, should call their health care provider or for further instructions.

[ADDITIONAL RESOURCES – E.G., EAP, TELEHEALTH OPTIONS, COUNSELING HOTLINES] are available to support those experiencing anxiety or other mental health concerns which are so common in these times.

The CDC website (www.cdc.gov/COVID19) contains all current recommendations for this evolving situation.

Please know that we will be monitoring daily updated guidance and information to determine appropriate action. This is not a time to panic. It is, however, a time to be attentive, flexible, serious, and engaged regarding the steps we need to take as an organization to care for ourselves and for one another.

Please contact us with any questions you may have and stay safe!

Sincerely,

[Insert Name – Organization Leader Title]