

[insert organization's logo, name and address]

(Date)

To: (name)

Subject: Potential Exposure to COVID-19

Dear (name),

Our employees' health and safety are our number one concern. As such, we wish to make you aware that an employee of the Company has tested positive for the novel coronavirus, COVID-19. In compliance with privacy laws, the employee's name will not be disclosed; however to protect all of our employees, this letter is being provided to inform those who may have come in contact with this individual between (date) and (date) that they may have been exposed to COVID-19.

We are also notifying those people who may have worked in proximity with this employee during the previous 24 to 48 hours of a potential exposure. Following guidelines from the Centers for Disease Control and Prevention (CDC), these exposed employees should quarantine at home for 14 days, and ensure they do not have a fever (without aid of medication) or any other symptoms such as sore throat, cough, or difficulty breathing. If the employee DOES develop any of these symptoms, these employees are asked to consult their health care providers and to follow their advice or that of a public health department. Also please contact (name, title) at (contact information) at the Company as soon as possible. It is generally recommended by the CDC that persons exhibiting symptoms of COVID-19 should stay home for at least:

- Ten (10) days from when the symptoms began; and then
- Have gone twenty-four (24) hours without a fever (without aid of medication).

[OPTIONAL] NOTE: If you choose to consult a health care provider and are advised to self-isolate or quarantine, you may be eligible for Emergency Paid Sick Leave under the Families First Coronavirus Response Act (FFCRA). Please check with (name, title) to determine if EPSL or any other type(s) of paid leave may be available to you.

[OPTIONAL] The Company is taking steps to limit the risk to employee health and safety during these challenging times. Therefore, out of an abundance of caution, we will close the (area, departments) between (date) to (date) to clean and disinfect the area. Employees who work at (area, departments) are asked to check with your supervisor to make alternative work arrangements where possible (e.g. working remotely) while this location is closed and cleaned. Please consult with (name, title) for additional instructions and information.

During this time, we will continue to closely monitor government and public health developments to determine other steps this Company can take during this pandemic. We also urge employees to comply with guidelines from the CDC by:

- Maintaining appropriate social distancing measures (i.e., at least six feet from others);
- Avoiding touching of the face.
- Washing your hands frequently; and

Please contact (name) if you have any questions or concerns.

Sincerely,

Name

Title

Contact information