[Date]

Dear Employees,

We have been informed that an employee recently tested positive for the COVID-19 virus. The employee works in the [Department] at our \_\_\_\_\_\_\_location. This employee generally works [Xam – Xpm]. The employee’s most recent day at work was [date].

As a company, we strive to keep employees safe. We have taken immediate action and have implemented the following to maintain a healthy and safe work environment:

* We have contacted the local health department and are working cooperatively with any additional direction given by them.
* We are undertaking additional cleaning and sanitation protocols and will continue with our daily enhanced cleaning.
* We will communicate directly with co-workers known to have been in close personal contact (within 6 feet for 15 minutes or more) with the COVID 19 positive individual. Current health guidelines state that people who have not been in close contact with a sick person are at low risk for infection.

Please continue to practice social distancing to the best of your abilities and good hygiene (cover cough/sneeze, wash hands thoroughly and often, wear a mask and stay home if sick.) For reasons of privacy and confidentiality we are not sharing the name of this employee.

We share this information in the spirit of transparency; however, we also understand this can cause heightened anxiety. If you are feeling sick please stay home, let us know and contact your healthcare provider. Monitor your health for symptoms of fever, new or worsening respiratory symptoms, new or worsening gastrointestinal concerns, new or unusual headache and loss of taste or loss of smell. Also, if you’ve been in close personal contact with an individual who has tested positive for COVID-19, please stay home and call Human Resources.

We and the entire INSERT EMPLOYER NAME management team are prepared to help support employees during these serious and evolving times. Please speak with your Manager or Human Resources if you have any questions. Human Resources can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

INSERT EMPLOYEE NAME

INSERT EMPLOYEE JOB TITLE