Sample Communication   
*Please Customize for Your Organization*

[DATE]

Dear [EMPLOYEES],

This morning, I was informed by an employee in the [INSERT LOCATION] office, that they have been exposed to someone who is presenting symptoms of COVID-19. *[The individual with symptoms has been tested for the virus and is awaiting the results which we are told could take anywhere from 24 hours to 5 days. Although, the employee is not experiencing symptoms themselves and we don’t have a confirmed positive test result of COVID-19, the employee has volunteered to self-quarantine for the next fourteen days in the event they should become symptomatic.\*]*

*\*Insert details on the situation, while being careful not to breach employee confidentiality.*

Following the guidance of the Center for Disease Control and the World Health Organization, we have moved to a remote workforce and are practicing social distancing, but now as a result of this new information we are recommending, out of an abundance of caution, that all employees that work at the [INSERT LOCATION] office who have recently been in contact with that employee to self-quarantine for the next fourteen days as an extra precautionary measure.

Additionally, as all medical information is confidential we are not at liberty to disclose to you who the individual is and ask that you respect that confidentiality and the employee’s right to remain anonymous.

We are continuing to ask employees not to go into the office. This will give us an opportunity to contract a cleaning company to come in clean and disinfect all surfaces in the offices where the employee may have had contact. If you must visit the office, we ask that you observe recognized social distancing guidelines and wipe down your office area prior to leaving.

Our hope is that with extra measures put in place we can limit the spread of this virus. We ask that if you are experiencing symptoms that you disclose this information to your manager and/or Human Resources so that we can ensure you get access to helpful resources and we can continue to take precautionary measures and keep staff informed.

Please let me know if you have any questions.

Sincerely,

[CONTACT]