\*\*Template Letter for Staff on Center Letterhead\*\*

**\*\*For Facilities Impacted By COVID-19-staff\*\***

**\*\*Please Tailor as Needed\*\***

To our valued employees:

We want to inform you that one of our employees has been diagnosed as/is suspected to be COVID-19 positive. We understand that this creates a lot of unease in our community and we have taken the appropriate actions recommended by the Minnesota Department of Health to reduce the spread of the virus here at [FACILITY].

However, we don’t know how our community will be impacted. As seen in the first outbreak in Washington and then in other states, there can be widespread outbreaks in some facilities, while others experience only a small number of staff and residents becoming infected. Regardless, we need to prepare for other staff and residents becoming ill with COVID-19.

We are doing everything we can to ensure we stop the spread of COVID-19 within [FACILITY] but we need your help, too. Please help keep others safe by letting us know if you develop any symptoms. Stay home and notify your supervisor if you develop a fever, new or unusual cough, sore throat, and/or shortness of breath. If you develop symptoms while at work, please let us know immediately. Finally, please continue practicing proper hand hygiene. Clean hands before putting on and taking off PPE. When needed, make sure you don and doff PPE in the proper sequence.

We are fortunate to work at a place where we help others and we will get past this. Please know that we are here to support you—as together—we continue to do what we do best: provide quality care.

If you have additional questions, we encourage you to contact [NAME]

Sincerely,

[FILL IN YOUR CENTER INFORMATION]