COVID-19 Template Letter for Employers

Dear employee:

This letter is to inform you that you may have been exposed to a coworker who tested positive for Coronavirus 19 (COVID-19) sometime between [INSERT DATE] and [INSERT DATE]. This person is home and will return to work as per DC Health guidelines.

Per current DC Health guidance, you do not need to be tested or undergo voluntarily quarantine based on this exposure. However, you may consult with your medical provider to ensure that no additional steps need to be taken. DC Health continues to recommend that you monitor yourself for symptoms of COVID-19 such as fever, cough and shortness of breath. If you develop any of these symptoms please stay home and contact your healthcare provider for advice and contact [INSERT NUMBER].

Please also familiarize yourself with our telework and leave policies and reach out to [INSERT NAME] at [INSERT CONTACT INFORMATION]. In the meantime, we are taking the following actions to ensure that your work environment remains safe:

* Cleaning and disinfecting office areas, conference rooms, and other common areas
* Working with your human resources department to set up telework policies
* Instituting expanded sick leave policies for employees who need to be excluded due to illness from COVID-19
* [INSERT OTHER ACTIONS]

Additional steps you can take to keep yourself and other around you safe from COVID-19 include frequently washing your hands, being vigilant about covering your mouth when you cough or sneeze,

* Wash your hands frequently with soap and water, especially before eating, after using the bathroom and upon returning home
* Cover your mouth when you cough and sneeze and then wash your hands
* Don’t touch your eyes, face and mouth
* Stay home if you are sick

Thank you,