# sample letter

#### **Scenario 1**

***To be utilized when a staff member lives with a person or has been in close contact with a person who has tested positive for COVID-19.***

Date

Dear [XXX] Staff,

The health and safety of our staff is our top priority. This letter is to inform you that a staff member at [XXX Office] [lives with/has been in close contact with] a person who has tested positive for COVID-19 and is following Sacramento County Public Health (SCPH) direction for quarantine and testing.

**In accordance with SCPH guidance, the office will continue to operate.**

Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing for Essential Workers is available if you would like to be tested.

We will update you with any additional pertinent information, and we appreciate all that you are doing to support the needs of our clients.

Sincerely,

[XXX Site Administrator/Supervisor]

[Business name]

# sample letter

#### **Scenario 2**

***To be utilized when a staff member in at a workplace tests positive for COVID-19.***

Dear [XXX] Staff,

We want you to be aware that a staff member at [workplace] has tested positive for COVID-19.  We have protocols in place for a situation such as this and we are following them with the assistance of our public health partners, who are closely guiding our response. We are currently working with Sacramento County Public Health (SCPH) to support contact tracing efforts. Any staff members who may have had close contact with the individual will be contacted by SCPH and provided with guidance related to any potential quarantining or testing.  SCPH will also be monitoring any [workplace] staff with symptoms or who may have been in close contact with the staff member who has tested positive.  As this monitoring continues, any [workplace] staff potentially impacted will be contacted by SCPH.

We will update you with any additional pertinent information when we receive it. It is our responsibility to keep the name of the individual confidential, but I know we all send our colleague our very best wishes.  As always, please remember to follow all protocols for your safety and the safety of others, and, most especially, thanks for all of the great work you are all doing in support of so many during these challenging times.

Sincerely,

[Administrator/Supervisor]

#### **Alternate Option:**

Dear [Workplace] Staff,

A member of our [workplace] Team has tested positive for COVID-19 and is now in isolation. Sacramento County Public Health (SCPH) is working closely with the individual to assess and determine any potential worksite exposure and close contact they may have had with any other members of our team. You may be contacted by a SCPH representative if you may have had close contact.

The office remains open unless otherwise directed by SCPH. Please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Please contact your healthcare provider if you have further questions or concerns.

Thank you for all that you do to support the learning and success of students in Sacramento County and the health and wellbeing of our team.

Sincerely,

# sample letter

#### **Scenario 3**

***To be utilized when a staff member has been in close contact with someone outside of work who is symptomatic and is scheduled to be tested.***

Dear [Staff Member Name],

Thank you for the information and we hope that your [friend or family member] is OK. For the time being, until [s/he] receives test results, please continue to follow all health and safety protocols, monitor your health, stay home if you are feeling sick, wash your hands frequently, practice physical distancing, and continue to wear your face covering. Contact your healthcare provider if you have additional concerns. Free Testing is available if you would like to be tested.

If your [friend or family member] tests positive for COVID-19, please contact your supervisor right away.  Protocols are in place that will guide next steps.

Please let us know if you have any questions.  Most importantly, please know how much we appreciate your bringing this forward.  It truly shows your care and concern for your colleagues.

Sincerely,

[Supervisor Name]