Dear [Employee[s]]:

The health and safety of our employees is the Company’s priority. As you know, the novel coronavirus (called “COVID-19”) has been spreading in the United States and around the world. We encourage you to stay informed with the latest information on COVID-19, including guidance from the U.S. Centers for Disease Control and Prevention (“CDC”), the World Health Organization (“WHO”), and the Occupational Safety and Health Administration (“OSHA”). If you have any questions or concerns, please contact the [HR Contact Title].

At this time, the Company has been notified of potential contact with an individual diagnosed with COVID-19 at [Insert Location]. We are working closely with health officials to both monitor the individual and to take precautions to ensure that the workspace has been cleared and is safe for employees and visitors.

In response to this notification, the Company has done the following to ensure the safety of its employees:

* Contacted the CDC and local health organizations to notify them of the contact.
* Isolated and sent home for appropriate medical care the individual suspected of having COVID-19.
* The Company is undertaking an environmental cleaning in accordance with applicable health authority and OSHA recommendations.
* The Company is in the process of identifying whether any other individuals may have been exposed to COVID-19 in the workplace. Please understand that the Company must treat information about such individuals confidentially, and the Company cannot provide specific information about another person’s illness or circumstances. However, the Company has informed appropriate health authorities and is following all guidelines and directives that authorities have issued.
* In light of this potential exposure, we are asking all employees and occupants to vacate and remain away from the workplace for a period of [Insert Time] while we conduct an environmental cleaning. We also ask that all employees continue to follow the guidelines suggested by the CDC to help prevent the spread of COVID-19.

We are all responsible for practicing the preventative steps recommended by the CDC, and your proactive involvement is needed to help prevent the spread of COVID-19. We will continue to closely monitor the situation and provide updates as needed. Should you have any questions, please reach out to [HR Contact Title].