COMPANY LETTER HEAD

Date:

We have been notified that one of our team members has been diagnosed with the novel coronavirus, also known as COVID-19. [A vendor / Team members] working [at location within the Company, broadly stated] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), or any other symptom associated with COVID-19, please inform [\_\_\_\_\_\_\_] at [contact information] and contact your health care provider. Of course, company will keep all medical information confidential and will only disclose it on a need-to-know basis.

We will continue taking measures to ensure the safety of our employees during this coronavirus outbreak and encourage all our team members to do the same. [OPTIONAL: Identify, high-level, some of the safety measures, including any new measures undertaken as a result of this specific incident]

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov) and the \_\_\_\_\_ County Health Department at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Signature

Title