**COVID-19 Template Letter for Employers**

Dear employee,

This letter is to inform you that you may have been exposed to an individual who tested positive for coronavirus (COVID-19) sometime between [INSERT DATE] and [INSERT DATE]. This person is currently in isolation and will return to work or to the shelter as per DC Health guidelines.

You have been identified as a close contact of this individual. Per current DC Health guidance, employees who have had close contact should self-quarantine for 14 days from [INSERT DATE OF LAST EXPOSURE TO THE PERSON WHO TESTED POSITIVE] and contact their healthcare provider if they develop symptoms of COVID-19 [fever, new or worsening cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea].

DC Health will be reaching out to you in the coming days and will let you know when it is safe to return to work. This will be up to 14 days from your exposure but may change if you develop symptoms or test positive during this time. Please make sure to separate yourself from others in your home until you have heard from DC Health.

Please reach out to your supervisor to develop a telework work plan.

For more information, please see [coronavirus.dc.gov/phasetwo](https://coronavirus.dc.gov/phasetwo).

Thank you,