COVID-19 Template Letter for Employers

Dear employee:

This letter is to inform you that you have been exposed to a coworker or a client who tested positive for Coronavirus 19 (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.

Per current DC Health guidance, employees who have close contact with this person should self-quarantine for 14 days from [INSERT DATE OF LAST EXPOSURE TO THE EMPLOYEE WHO TESTED POSITIVE] and contact their healthcare provider if they develop symptoms such as fever, cough, or shortness of breath. Therefore, please do not return to work until [INSERT DATE THAT IS 14 DAYS FROM DATE OF EXPOSURE] and see the DC Health guidelines for Guidance for Persons with confirmed COVID-19, which can be found on <https://coronavirus.dc.gov/>.

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

In the meantime, we are taking the following actions to ensure that you return to a safe work environment:

* Cleaning and disinfecting office areas, conference rooms, and other common areas
* Instituting expanded sick leave policies for employees who need to be excluded due to illness from COVID-19
* [INSERT OTHER ACTIONS]

If you live with other people or have intimate partners then please review and share the DC Health guidelines for household members, which can be found on <https://coronavirus.dc.gov/>.

Additional steps you can take to keep yourself and other around you safe from COVID-19 include:

* Frequently washing your hands with soap and water, especially before eating, after using the bathroom and upon returning home
* Covering your mouth when you cough and sneeze and then wash your hands
* Avoiding touching your eyes, face and mouth
* Staying home.

Thank you,