

\*\*Template Letter to Employees on Center Letterhead\*\*

***\*\*Please Tailor as Needed\*\****

Dear Colleague:

We know some of you may be concerned about the spread of COVID-19 (the new coronavirus) and how it may impact us here at **[Enter Organization Name]**. **Ensuring our staff and residents are in a safe and healthy environment is our greatest concern.**

At this time, we don’t have any cases in our **[center/community/organization]**. The Centers for Disease Control and Prevention (CDC) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building. We need your help in preventing COVID-19 from spreading in our community.

Below are some examples of how you can help protect yourselves and our residents:

1. **Sick employees should stay home.** At this time, we request that you stay home if you have any symptoms of respiratory illness. Those symptoms include: cough, fever, sore throat, runny nose, and/or shortness of breath.
2. **Notify us if you develop respiratory symptoms while at work.** These include: cough, fever, sore throat, runny nose, and/or shortness of breath.
3. **Practice proper hand washing hygiene.** All employees should clean their hands before and after interaction with residents and their environment with an alcohol-based hand sanitizer that contains 60-95% alcohol, or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
4. **Cover your mouth and nose with a tissue when coughing or sneezing.** Please review the CDC’s information on coughing and sneezing etiquette. At https://www.cdc.gov/healthywater/hygiene/etiquette/coughing\_sneezing.html
5. **Perform routine environmental cleaning.** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No special cleaning is necessary for COVID-19.

Our **[center/community/organization]** is following the recommendations of the CDC on using basic contact precautions to prevent the spread which includes wearing gowns and gloves when interacting with residents who are sick as we always do. We also are staying up-to-date with the CDC recommendations as they are updated. In addition, our **[center/community/organization]** is in close contact with the local and state health department and are following their guidance. We are posting signs on our entryway doors to notify visitors of the symptoms of COVID-19 and request that they not enter the building if they are experiencing these symptoms.

We will notify you if any residents or staff are diagnosed with COVID-19. Should you have any questions, please feel free to contact **[PLEASE FILL IN APPROPRIATE ORGANIZATION CONTACT INFORMATION AND TAILOR TO MEET YOUR ORGANIZATION’S NEEDS.]**

For additional information, please visit the CDC’s coronavirus disease information page: https://www.cdc.gov/coronavirus/2019-ncov/

Thank you for your continued support and the work you do every day.

With gratitude,

**[FILL IN YOUR CENTER INFORMATION]**