**\*\*Template Letter/Email for Communities/Organizations Who Are TESTING FOR COVID-19 \*\***

**\*\*Please Tailor as Needed and Distribute on Community/Organization Letterhead\*\***

**URGENT MEMORANDUM**

**DATE**: [**Date of Issuance**]

**TO**: All **[Insert: Your Community/Organization Name**] Community Members and Visitors

**FROM**: [**Insert: Authorized Administrator/ Leadership Representative**]

**RE**: COVID-19 Testing In Our Community ‑ What It Means for You

Dear [Insert: Your Community/Organization Name] Residents, Families, Staff and Community Members,

As the novel coronavirus situation in [Insert: your state] continues to evolve, we must adapt and prepare for the reality that we may start having confirmed cases of COVID-19 on [Insert: Your Community/Organization Name] campus. As you know, in compliance with CDC and CMS guidelines, we have been actively screening all visitors and employees for symptoms of upper respiratory illnesses. Additionally, for [Insert: number of weeks,] we have already been following all CDC and CMS guidelines for infection control and prevention, including enhanced sanitization of community spaces, modification of services to promote social distancing, and the provision of personal protective equipment for healthcare personnel.

On [Insert: DATE], a/an [Insert: employee/ resident ‑ NO NAME.] reported precisely these symptoms, and the individual is presently being tested for COVID-19. As a preventive measure, we have already asked this individual to self-quarantine at home, and we are working closely with the [Insert: local Department of Health] to track and results and identify any other people with whom this [Insert: employee/ resident ‑ NO NAME.] may have had close contact.

If this [Insert: employee/ resident ‑ NO NAME.] is confirmed to have a case of COVID-19, we will follow all CDC and [Insert: local Department of Health] instructions for additional testing, localized quarantine of other community members, and a thorough sanitation of all public areas.

Thank you, to all our community members, for your dedication, hard work, and commitment, today and every day. Together, we can ensure that [Insert: Your Community Name] has the best chance to stay ahead of the coronavirus.

We thank you for your cooperation and compliance with basic preventative measures we can all practice, such as good hand hygiene, social distancing and staying home when sick. Together, we can help everyone we care for healthy and well.

If you have questions or concerns, please reach out to [Insert: Name] at [Insert: phone number] or [Insert: email address].