[Insert Date]

[Insert First Name] [Insert Last Name]

[Insert Home Address]

[Insert City, State Zip Code]

Aloha [Insert Employee Name]:

[Insert Company Name] recently discovered that one of our employees has been tested positive for coronavirus disease 2019 (COVID-19). Your safety and the safety of all our employees continues to be our primary concern, and this email continues our commitment to that goal.

We will continue to follow our workplace policies, which include our commitment to maintain high levels of sanitation, disinfection and transparency with our employees. There is currently no reason to assume you are infected simply because this individual contracted COVID-19, but we understand your desire to be apprised to the situation, and we communicate updates with you as they become available.

For your own safety and peace of mind, we encourage you to review COVID-19 symptoms and monitor your health.

Common symptoms:

* Fever of at least 100 F
* Tiredness or Fatigue
* Shortness of Breath
* Rough, Dry Cough
* Loss of Taste or Smell

Please continue to follow all workplace guidelines and speak with your manager with any questions or concerns related to this situation.

[Insert Company Name] appreciates your dedication and hard work during this difficult period of time.

Mahalo,

[Insert Employer Name]

[Insert Employer Title]

**Helpful Resource CDC links:**

* “Cleaning and Disinfection for Community Facilities”:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

* “Cleaning and Disinfecting your Facility”:

<https://www.cdc.gov/coronavirus/2019-ncov/prepare/disinfecting-building-facility.html>