**\*\*Template Letter for Family Members on Center Letterhead\*\***

**\*\*For Facilities Impacted By COVID-19\*\***

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

To Our Residents and Family Members:

 We want to inform you that we have received confirmation that an individual at **[FACILITY NAME]** has been diagnosed with COVID-19. Resident safety is our top priority. We are doing everything we can to ensure we stop the spread of COVID-19 within our **[FACILITY NAME]**, including staying in very close communication with local and state health officials to ensure we are taking all the appropriate steps. We are not permitting visitors per the direction of the local health department.

 We encourage you to call our center at **[FACILITY NUMBER]** for updates on the status of your loved one. We understand that you are concerned about your loved one, but it is crucial that we restrict visitation to reduce the spread of this virus. We also understand that connecting with family members is incredibly important to our residents. Family members are encouraged to connect with their loved ones through Skype, calling, texting, or other social media formats.

 We will contact you if your loved one is suspected or diagnosed with COVID-19. We want you to know that we are taking every precaution to prevent the spread of infection. We know that you may have questions and we encourage you to contact our center.

We need your help in battling COVID-19. Please visit the [Centers for Disease Control and Prevention (CDC) website](https://www.cdc.gov/coronavirus/2019-ncov/index.html) to learn how you can help prevent the spread in our community.

We know this is a difficult time for everyone. We will continue to provide you with updates as they become available. Please know that we are strictly adhering to all directions from the local and state health department.

If you have questions, please feel free to contact our center at: We know that you may have questions and we encourage you to contact our center.  PLEASE FILL IN YOUR CENTER’S CONTACT INFORMATION AND TAILOR TO MEET YOUR CENTER’S NEEDS.

Sincerely,

FILL IN YOUR CENTER INFORMATION