*Purpose: For businesses and organizations to communicate with their employees during a COVID-19 outbreak (UPDATED 3/7/24).*

INSERT DATE

Dear [audience],

We are writing to let you know that there is a COVID-19 outbreak at our [site/facility] affecting [the entire staff/specific group]. That means three or more [staff] have been diagnosed with COVID-19. We understand this news might be concerning and want to share our efforts to keep [staff] safe and healthy.

The [business/facility] will remain open, and the people diagnosed with COVID-19 will remain at home until their symptoms have improved and they have been fever-free (without fever-reducing medication) for at least 24 hours.

You [may have] had close contact with one of the persons with COVID-19. You do not have to stay home as long you do not have symptoms.

If you develop [symptoms of COVID-19](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html):

* Follow [these instructions](https://www.vdh.virginia.gov/epidemiology/respiratory-diseases-in-virginia/precautions-when-sick/) for how long you should stay home and away from others.
* If needed, seek medical care and testing for COVID-19. You can use [this list](https://www.vdh.virginia.gov/coronavirus/covid-19-testing/covid-19-testing-sites/) to find a COVID-19 testing location near you.
* Notify [your supervisor].
* [Layering additional prevention strategies](https://www.cdc.gov/respiratory-viruses/prevention/index.html) can be especially helpful during an outbreak to reduce the risk of getting sick or spreading illness.

If you have further questions, please contact [contact name] at phone/email or [Name] at the Health Department at phone/email.

Sincerely,

[Point of Contact Name]