

**Template Letter for Employees**  
Topic: Positive Case of COVID-19 among Staff

*Provide this letter to employees following a personal conversation about possible exposure, if time will allow. During the conversation, be honest, calm and reassuring. Do not disclose the identity of the person who tested positive.*   
  
*If you need assistance finalizing this letter, please contact Amber Graham Fitzgerald, Director of Member Engagement, at*[*amberf@ossba.org*](mailto:amberf@ossba.org)*or 580.541.0597.* 

[Date] 

Dear [Employee Name]: 

Today, we received confirmation that an employee of our district has tested positive for COVID-19. While we must protect the privacy of the person involved, we believe it is best to communicate transparently with you so you can make well-informed decisions regarding your health.

As a coworker of the individual involved, it is possible, but not certain, you have come into contact with the him/her while performing your work responsibilities. As a result, [County] County Health Department officials recommend you closely monitor yourself for possible symptoms for the next two to 14 days. [Insert additional advice you receive from county health officials here.]

COVID-19 is transmitted through person-to-person contact and through the exchange of respiratory droplets. The most common symptoms of COVID-19 include fever, cough and shortness of breath; however, some who contract the disease exhibit other symptoms or no symptoms at all. If you exhibit symptoms, please contact your medical provider immediately for advice and do not come to work. You also are asked to take your temperature daily to ensure it is not elevated before you come to work.

Please continue to follow the attached guidelines the district has established to reduce the spread of COVID-19. [Attach a copy of your district’s COVID-19 prevention procedures to this letter.] The CDC also recommends the following best practices for people to protect themselves: 

* Wash your hands often with soap and water for at least 20 seconds.
* Use alcohol-based hand sanitizer with at least 60% alcohol if soap and water are   
   not available.
* Avoid close contact with those who are sick.
* Cover your coughs and sneezes with a tissue or your sleeve.
* Avoid touching your eyes, mouth and nose.
* Disinfect frequently touched surfaces and objects.
* Stay at home, if possible.
* If you must go out, practice social distancing, leaving at least six feet between   
   you and other people.
* Wear a mask in public when you cannot social distance.
* Avoid gatherings that include more than 10 people.

There is nothing more important to [District] than the safety and health of our students, our staff and their families. If you have any questions or additional concerns about this matter, you are welcome to contact [Name], [Title] at [phone number]. You are valued by this school district, and we are here to assist you.

Sincerely, 

[Superintendent Name]   
Superintendent