

****Template Letter to Employees on Center Letterhead****

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

As of March 14, 2020

To Our Employees:

We know you are concerned about the spread of COVID-19 (the new coronavirus) and how it may impact us here at **[CENTER NAME]**. Ensuring our staff and residents are in a safe and healthy environment is our first priority. Per guidance from **[federal/state]** government, we are implementing new measures including:

1. **Restricting all visitors, volunteers and non-essential health care personnel** from visiting the facility, except for compassionate reasons such as end-of-life situations.
2. **Actively screening** all health care personnel for respiratory symptoms including actively checking temperatures for a fever at the beginning of each shift. Anyone with these symptoms will not be permitted to enter the facility at any time.

We need your help:

1. **Sick employees need to stay home.** If you have any symptoms, stay home and notify your supervisor. Those symptoms include: cough, fever, sore throat, and/or shortness of breath.
2. **Notify us if you develop respiratory symptoms while at work.** These include: cough, fever, sore throat and/or shortness of breath.
3. **Let us know** if you work in other health care settings or have any exposure to other facilities with suspected or confirmed COVID-19 cases.
4. **Practice proper hand hygiene.** All employees should wash their hands for at least 20 seconds or use alcohol-based hand sanitizer that contains at least 60-95% alcohol upon entering the building and before and after interaction with residents. Soap and water should be used preferentially if hands are visibly dirty.

We will stay up to date with the federal government's recommendations as they may continue to change. In addition, our **[CENTER/COMMUNITY]** is in close contact with the local and state health department and are following their guidance.

Should you have any questions, please feel free to contact **[POINT OF CONTACT AND CONTACT INFO]**.

For additional information, please visit the CDC's coronavirus disease [information page](#).

Thank you for your commitment and dedication to our residents as well as coworkers.

Sincerely,

[FILL IN YOUR CENTER INFORMATION]