Dear Team:

On (Insert Day of Week), Month XX, 2020 one of our team members tested positive for Coronavirus. This is the first known case involving one of our employees at (insert campus if relevant). On Month XX, 2020 our team member was on the premises at (add address or campus location if relevant) for a short time. Once, home the team member began experiencing symptoms, received the test and immediately self-quarantined him/herself.

If you were on the premises at (location), (date) please contact your physician for guidance. At this time, we do not know of any specific contact our team member had with anyone else on the premises. Please remember to continue to wash your hands, wear your masks, and continue social distancing at all times.

If you have any questions or need any assistance, please don’t hesitate contact XXXXXXX at XXXXXX.