Dear Employees,

As you know, to protect your health and safety we have implemented multiple cleaning, face covering, and social-distancing measures during this epidemic of COVID-19. We continue to be committed to keeping you up to date on any potential health risks.

We therefore want to notify you of a situation we have learned about at our [INSERT LOCATION] facility. A person associated with this workplace was exposed to or has been diagnosed with COVID-19.

We are working with County Public Health to swiftly assess and take appropriate actions to protect the health of all employees and associates.

We are currently taking the following steps:

* Notifying building management
* Enhanced cleaning
* Remote work recommendations
* Contact tracing to determine those affected
* Testing for affected individuals
* Self-quarantine for affected individuals

If you, or someone in your household, exhibits COVID-19 related symptoms, please notify **[HR or other/contact info]** so that we may track any potential outbreaks within our workplace. All such personal information will be maintained confidentially.

Your health and safety are our priority. We are immediately assessing this situation and will contact you by **[insert reasonable date/legally compliant date based on company action]** via **[email/phone]** with any/all relevant workplace notices detailing your rights and protections as our employee.

You may contact **[HR or other/contact info]** with your questions.

These are trying times for us all, and we are here for you.

Sincerely,

[Your name/contact information]

You can find more information about COVID-19 at CDPH: <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/nCOV2019.aspx>

and CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>