[DATE], 2020

Dear Staff:

We have been notified that [NUMBER] of our [RESIDENTS/STAFF] [HAS/HAVE] tested positive for the novel coronavirus, also known as COVID-19, [ADD. INFO ABOUT QUATANTINED/HOSPITALIZED IF AVAILIBLE].

Employees working at [PROPERTY NAME] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes.

If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform property management and contact your health care provider. We will keep all medical information confidential and will only disclose it on a need-to-know basis.

Please understand that the health and welfare of the entire [PROPERTY NAME] community is our highest priority. We will continue to follow the guidance of the CDC and all relevant federal and state agencies. If you have any questions, please contact me at [CONTACT PHONE NUMBER].

Take care,

[PROPERTY DIRECTOR OF OTHER DESIGNATED CONTACT NAME]

[PROPERTY NAME]