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

Dear associates:

We know some of you may be concerned about the spread of COVID-19 (the new coronavirus) being reported in the media and how it may impact us here at **[Enter Facility Name]**. Ensuring our staff and residents are in a safe and healthy environment is our greatest concern. Currently, we don’t have any cases in our **[center/community]**. The Centers for Disease Control and Prevention have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building. However, we need your help in battling COVID-19. Below are some examples of how you can help protect yourselves and our residents, as well as prevent the spread throughout the community.

1. **Sick employees should stay home.** At this time, we request that you stay home if you have any symptoms of respiratory illness. Those symptoms include cough, fever, sore throat, runny nose and/or shortness of breath.
2. **Notify us if you develop respiratory symptoms while at work.** These include cough, fever, sore throat, runny nose and/or shortness of breath.
3. **Practice proper handwashing hygiene.** All associates should clean their hands before and after interaction with residents and their environment with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds. Soap and water should be used preferentially if hands are visibly dirty.
4. **Cover your mouth and nose with a tissue when coughing or sneezing.** Please review the CDC’s information on coughing and sneezing etiquette.
5. **Perform routine environmental cleaning.** Routinely clean all frequently touched surfaces in the workplace, such as workstations, countertops and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label. No special cleaning is necessary for COVID-19.

We are staying up-to-date with the CDC recommendations as they are updated. In addition, our **[center/community]** is in close contact with the local and state health department and are following their guidance.

For additional information, please visit the CDC’s coronavirus disease information page.

Thank you for all that you do for our residents and facility!

Sincerely,

**[FILL IN YOUR CENTER INFORMATION]**