



For Facility Leads: Below is a sample template letter that can be used to inform a resident, staff member, volunteer, or visitor of a COVID-19 exposure. It includes brief instructions for quarantine, symptom monitoring, and links to more detailed information. It is not required. If you are already using a letter that works well, no need to change. Please just review the content and incorporate information that you find useful into your own template. It is meant to be a helpful communication tool.

Date: \_\_\_\_\_

Dear: \_\_\_\_\_

You may have been exposed to a person with COVID-19 at \_\_\_\_\_.

Dates of possible exposure: \_\_\_\_\_ until \_\_\_\_\_

We are working closely with the Alameda County Public Health Department (ACPHD) to stop the spread. Follow these steps to keep yourself and others safe.

### WHAT YOU SHOULD DO

#### Stay home and do not have any visitors.

You will be under home quarantine through \_\_\_\_\_.

Quarantine is required for 14 days after the date of last exposure in high-risk settings like group living residences.

If you cannot quarantine where you are, you may be able to stay at a hotel. Let your site manager know so that they can refer you to Operation Comfort.

#### Watch for COVID-19 symptoms through the dates of your quarantine. These include **NEW**:

<input type="radio"/> Cough	<input type="radio"/> Body aches	<input type="radio"/> Runny nose
<input type="radio"/> Short of breath	<input type="radio"/> Tired	<input type="radio"/> Stuffy nose
<input type="radio"/> Fever	<input type="radio"/> Sore throat	<input type="radio"/> Loss of taste
<input type="radio"/> Chills	<input type="radio"/> Headache	<input type="radio"/> Loss of smell
<input type="radio"/> Nausea	<input type="radio"/> Vomiting	<input type="radio"/> Diarrhea

- If you get sick, with any symptoms contact your healthcare provider to see if you should be tested.
- Even if you never get symptoms, ACPHD recommends that you get tested 4-10 days after the date of your last exposure.
  - If you test **NEGATIVE**, you must still stay in quarantine for the full 14 days
  - If you test **POSITIVE** you must isolate away from others for 10 days with at least 24 hours of symptom improvement.
- If you need to go to the hospital or clinic, call **BEFORE** you leave home and tell them that you may have been exposed to COVID-19. If you need to call 911, let the dispatcher know before the ambulance comes.

More information about what to do if you are sick with COVID-19 symptoms can be viewed [here](#).