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:

| o  Cough          | o  Body aches      | o  Runny nose     |
| o  Short of breath| o  Tired           | o  Stuffy nose    |
| o  Fever          | o  Sore throat     | o  Loss of taste  |
| o  Chills         | o  Headache        | o  Loss of smell  |
| o  Nausea         | o  Vomiting        | o  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.