

COVID-19 Communication Letter

April XX, 2020

Dear XXXXX Staff:

A co-worker who last worked at [physical location] on [date] is experiencing symptoms associated with COVID-19 and in accordance with CDC and state guidelines, the staff member has been directed to stay home in isolation until their symptoms have completely resolved. Individuals in the same department as this person who had close contact are being informed of their potential exposure, as will be any clients with whom there was direct contact. Please know, under the Americans with Disability Act, employers are required to maintain the confidentiality of any medical information they receive, including the name of the affected employee.

In accordance with state public health guidelines, if the staff member is tested for COVID-19 and the result is confirmed positive, Public Health completes a thorough investigation and will be in contact with any individuals who are identified to have been in direct contact with this employee.

We are writing to inform you of this incident as there may have been at least minimal exposure for you. The advice to employees is to self-observe and practice other COVID-19 safety measures, such as frequently washing your hands and social distancing, as we should be doing already. We continue to advise staff not to come to work if you do not feel well or experience any symptoms of illness, such as fever, coughing, headache, or sore throat. We have consulted with the NH Division of Public Health Services (DPHS) and DPHS directed us to the following information:

COVID-19 Self-Observe: <https://www.nh.gov/covid19/residents/documents/self-observation-covid.pdf>

COVID-19 FAQ: <https://www.nh.gov/covid19/faqs/documents/covid-19-faq.pdf>

The above documents are found along with more information via: <https://www.nh.gov/covid19/>

The building where the potential exposure occurred was deep-cleaned on April XX, 2020 and additional cleanings will be done as indicated. Only a few employees will be allowed in the building for certain reasons approved by leadership. Frequent disinfecting of any shared surfaces, frequent hand washing, and maintaining six feet of distance from others will continue to be required.

Some of you may be aware of additional clients/visitors that were in the building. Please share this letter or the information in this letter with those individuals.

If you have additional concerns, you are advised to contact:

- your own Primary Care Physician,
- State of New Hampshire 211 Line
- Your supervisor

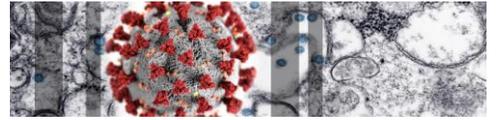
We will keep doing our best navigating this ever-changing and challenging COVID-19 pandemic.

Sincerely,

XXXXXX

Community Support Network, Inc.

THE ASSOCIATION FOR NEW HAMPSHIRE'S TEN AREA AGENCIES



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CEO/President