**CLOSE CONTACT COMMUNICATION TEMPLATE**

Subject: Exposure to COVID-19 Case at \_(FACILITY)\_

Dear \_(Individual’s Name)\_,

We are writing to update you on a recent development regarding the Coronavirus Disease 2019 (COVID-19). We have learned that a \_(FACILITY)\_ employee/student has been diagnosed with COVID-19. You were identified as a close contact of this individual.

You should monitor your health starting now through \_(DATE of 14 days after last exposure to positive case)\_. Symptoms of COVID-19 include fever (temperature greater than 100.4 degrees Fahrenheit), chills, cough, shortness of breath, fatigue, muscle/body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea.

You should not go to work or school and should avoid public places during this time.

**If you develop** [**symptoms of COVID-19**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html), please contact your medical provider to discuss evaluation and testing. Any individuals who are sick with or exhibiting symptoms of COVID-19 must stay home and away from others for at least 10 days since their symptoms first appeared and at least 1 day (24 hours) from last fever (without using fever-reducing medications) and improved symptoms, whichever is longer. See the Chicago Department of Public Health’s [guidance on what to do if you are sick](https://www.chicago.gov/city/en/sites/covid-19/home/managing-your-health.html#tab-protect). If your symptoms are severe, such as difficulty breathing or shortness of breath, persistent pain or pressure in the chest, new confusion or difficulty waking up, or bluish lips or face, please seek the closest emergency department or call 9-1-1 immediately.

**If you do not have symptoms**, it is recommended to be tested 5 to 9 days after your exposure to a positive case, which was \_DATE\_. Close contacts of positive cases are encouraged to call their healthcare provider to arrange for testing. If other testing options are needed, refer to the [City of Chicago’s coronavirus testing website](https://www.chicago.gov/city/en/sites/covid-19/home/managing-your-health.html#tab-shouldtest). Remember that even if you test negative, you must still complete the full 14-day quarantine. If you test positive, you must stay home for at least 10 days after your test date.

For any additional COVID-19 questions or support, please visit [www.chicago.gov/coronavirus](http://www.chicago.gov/coronavirus)for the most reliable information. If you do not find the information you need on the website, email coronavirus@chicago.gov.

The health and wellness of our staff and students are the highest priority of \_(FACILITY)\_. We continue to follow Chicago Department of Public Health and CDC guidelines as we ensure proper protocols and preventative measures are in place for the health and safety of our staff and patrons. Please contact us at \_(FACILITY CONTACT INFORMATION)\_ if you have any questions.

Sincerely,

SIGNATURE

(FACILITY LEADERSHIP NAME)