



COVID-19 Template Letter for Employers

Dear employee:

This letter is to inform you that you have been exposed to a coworker who tested positive for Coronavirus 19 (COVID-19) sometime between [INSERT DATE] and [INSERT DATE]. This person is home and will return to work as per DC Health guidelines.

Per current DC Health guidance, employees who work within 6-feet of this person (such as sharing a cubicle or participated in a face-to-face meeting) should self-quarantine for 14 days from [INSERT DATE OF LAST EXPOSURE TO THE EMPLOYEE WHO TESTED POSITIVE] and contact their healthcare provider if they develop symptoms such as fever, cough, or shortness of breath. Therefore, please do not return to work until [INSERT DATE THAT IS 14 DAYS FROM DATE OF EXPOSURE] and see the DC Health guidelines for Guidance for Persons with confirmed COVID-19, which can be found on <https://coronavirus.dc.gov/>.

Please reach out to your supervisor to develop a telework work plan.

In the meantime, we are taking the following actions to ensure that you return to a safe work environment:

- Cleaning and disinfecting office areas, conference rooms, and other common areas
- Instituting expanded sick leave policies for employees who need to be excluded due to illness from COVID-19

If you live with other people or have intimate partners then please review and share the DC Health guidelines for household members, which can be found on <https://coronavirus.dc.gov/>.

Additional steps you can take to keep yourself and other around you safe from COVID-19 include:

- Frequently washing your hands with soap and water, especially before eating, after using the bathroom and upon returning home
- Covering your mouth when you cough and sneeze and then wash your hands
- Avoiding touching your eyes, face and mouth
- Staying home.

Thank you,