[DATE]

[EMPLOYEE NAME]

Address

City, ST, Zip

Dear [EMPLOYEE NAME],

This communication is to inform you a co-worker you have had contact with in the past 24-72 hours is exhibiting signs or symptoms and is being screened for the COVID-19 virus. Due to the privacy of the employee and health care laws we are not allowed to release the name of the employee.

At this time, we do not have the test results; however, we are notifying you out of an abundance of caution. Please do not panic. The Arkansas Department of Health may contact you and ask additional questions or request you report in for a test based on your exposure. If you are scared or nervous that is very understandable. We encourage you to call your healthcare provider for guidance. They will advise you if a test is needed. If you do not have a healthcare provider, we will be happy to assist you.

Due to the nature and unpredictability of the virus, we are requiring you to remain home until the test results are received and [COMPANY NAME] is able to determine if you can safely return to work. During this time, you will receive full pay. If at any time you begin exhibiting signs or symptoms of COVID-19 which include: Fever, Difficulty Breathing or a Persistent Cough please do not report to work; call your Supervisor. Myself or another [COMPANY NAME] Representative will call you with guidance and may request you report to a healthcare provider for COVID-19 screening.

Please do not hesitate to contact me at any time if you have questions related to our health, safety or environmental processes. Hopefully this incident is isolated and you will be able to return to work promptly. Thank you for being a valued employee and it is our wishes to keep all [COMPANY NAME] workers safe and healthy during this time of uncertainty.

Sincerely,

[NAME]