



Date:

To: Relevant Agency employees

From: Agency Head

Subject: COVID-19 Potential Exposure Notification

A member of our team was contacted by the Virginia Department of Health (VDH) and asked to self-quarantine for fourteen days until <DATE>. This action is necessary because the employee had prolonged contact with someone who has symptoms but has not tested positive for COVID-19. That contact occurred on <DATE> and our colleague <is/is not> symptomatic as defined by the CDC. As a necessary precaution, the Virginia Department of Health is asking the employee to self-isolate as advised by the CDC guidelines.

You do not need to do anything specific as a result of this news. The CDC and the VDH are advising that anyone who had contact to monitor yourself for symptoms. If you develop the [symptoms](#) as defined by the CDC, please contact your healthcare provider and inform your supervisor. The CDC recently released the [Coronavirus Self-Checker](#) to help people make decisions about seeking appropriate medical care. This guidance as provided is not intended for the diagnosis or treatment of COVID-19 or other diseases.

This is a stressful time and many of us are anxious about our potential exposures to this virus. The Employee Assistance program (EAP) is available virtually through LiveCONNECT, a live chat service available 24/7 through the Anthem EAP website or contact the EAP service for your health care provider.

Remember that everyone's best defense is to practice good hygiene (hand washing), safe distancing (six foot zones), and continuously monitor one's own health. For additional resources about COVID-19 you can go the [VDH website](#) and the [CDC website](#).

We will continue to provide additional information and guidance as it becomes available. <Insert a supporting statement regarding agency mission and teamwork for example: Our AGENCY employees share a common commitment to our clients and mission but we are also fully supportive of each other as colleagues and friends. Stay safe, stay strong and remain resolute in your commitment to practice safe hygiene for you and your families.>