Dear X,

We have been made aware of a confirmed COVID-19 case within our facility. To ensure thorough disinfection, we have initiated a deep cleaning.

You are advised to self-quarantine and notify your medical provider if you experience a fever, cough and/or shortness of breath over the next 14 days. If possible, we request that you continue to carry out your responsibilities from home. Your compensation will remain unchanged during the quarantine.

Understandably, we realize that you may have some concerns. If you have specific concerns, we would suggest that you speak with your medical provider and notify them of your exposure to a confirmed COVID-19 case.

Regards,