Dear X,

We have been made aware of a potential COVID-19 case within our facility. The individual is being tested. Until we receive a confirmation of the testing, you are advised to take appropriate precautions and notify your medical provider if you experience a fever, cough and/or shortness of breath over the next 14 days.

Understandably, we realize that you may have some concerns. We will keep you up to date and notify you if a positive COVID-19 test is confirmed. If you have specific concerns, we would suggest that you speak with your medical provider and notify them of your potential exposure.

Regards,