**\*\*Template Letter for STAFF on Center Letterhead\*\***

**\*\*For Facilities Impacted By COVID-19\*\***

**\*\*Please Tailor as Needed\*\***

To Our Valued Staff:

We want to inform you that we have received confirmation that an individual at **[FACILITY NAME]** has been diagnosed with COVID-19. Resident and staff safety is and will remain our top priority.

We are doing everything we can to ensure we stop the spread of COVID-19 within our facility, including staying in very close communication with local and state health officials to ensure we are taking all the appropriate steps. As you know, we are not permitting visitors per the direction of the state health department. In order to prevent the spread, we need the help of our entire staff to continue to provide the excellent care you deliver every day.

Those of us working in the long-term care profession are here because we felt a calling to help the most vulnerable among us. The COVID-19 pandemic is stressful for everyone, and we understand it is likely stressful for our staff, too. But given the higher risk facing senior citizens, our residents have been especially scared. And now that there is a case of COVID-19 here in our building, we need to rise up together to provide the best care possible, and to reassure our residents that we are here for them.

We will continue our current screening procedures, and we ask you to continue self-monitoring. Please report any concerns or questions you may have immediately.

We know this is a difficult time for everyone. We will continue to provide you with updates as they become available. Thank you for your continued commitment to our residents who rely on us every day. We’ll get through this together.

Sincerely,

STAFF CONTACT