**Sample Language**

**Employee\_Close Contact\_ENG\_ No Vax\_**

**Please place school letterhead here.**

**[DATE]**

Dear Employee:

You are a close contact to a person who tested positive for COVID-19 who was present at **[BUSINESS**] on [**DATE].** As you are **unvaccinated**, you should do the following:

1. Stay home (quarantine) until 10 days after last exposure, through **[DATE]**. If you do not have symptoms, you may go out for essentials (e.g., to get groceries or medicine, or to go to the doctor) or to exercise. Wear a cloth face covering at all times.
2. Get tested for COVID-19, if you have not already been tested after this exposure. The ideal time to get tested is about 3-5 days after exposure. Even if you test negative and have no symptoms, you will still need to remain in quarantine through **[DATE OF END OF QUARANTINE PERIOD]**. Should you test positive, notify your workplace immediately.
3. Self-monitor for symptoms through day 14 following your exposure [**DATE OF 14** **DAY Exposure**];

* Check temperature twice a day.
* Watch for fever, cough, shortness of breath, and other signs/symptoms of COVID-19, such as chills, sore throat, muscle aches, diarrhea, or loss of sense of taste or smell. Additional symptoms may occur; see the attached “COVID-19: Know the Symptoms Flyer” for more information.

If any of these symptoms develop, stay home, notify your workplace and call your health care provider for advice to arrange testing.

For questions or concerns about this notice, please contact your facility’s administrator: [**NAME/NUMBER]**