SAMPLE EMPLOYEE COMMUNICATION: COVID-19 Self-Quarantine Expectations
Update specifics as needed to apply to your community.

Thank you for notifying us that you may have been exposed to the novel coronavirus (COVID-19).

If you have recently returned from traveling to an area where COVID-19 is spreading rapidly, or if you have knowingly or suspect you have been in close contact to an COVID-19 infected person, then it is recommended that you self-quarantine for {PERIOD OF TIME} based on recommendations from the local, state, and federal authorities.

Self-quarantine involves:
- Staying at home except to receive medical care
- Separating yourself from other people.
    - Stay in a specific room as much as possible and away from other people and pets in your home.
    - If possible, you should use a separate bathroom.
    - Wear a face covering if you must be around other people or animals.
- Monitoring your symptoms
    - Self-monitoring your health, including checking your temperature twice a day and watching for COVID-19 symptoms
    - Follow care instructions from your healthcare provider and local health department
- Using standard hygiene of covering coughs and sneezes and washing hands frequently
- Avoiding sharing items with other household members, including dishes, drinking cups, utensils, towels, bedding, and toiletries.
- Clean all "high touch" surfaces daily
- Not having visitors

Once your quarantine period has concluded, if you are not experiencing any COVID-19 symptoms, please follow your healthcare provider's instructions on how to return to your normal routine. {ALCOMMUNITY} allows the return to work per local and federal guidelines after {#} days COVID-19 symptom free.

I understand and agree to abide by these self-quarantine guidelines.

Team Member Signature	Date	End of Quarantine Period

Executive Director/Community Designee Signature	Date	

A copy of these guidelines should be provided to the employee and maintained in the employee's file.