

Dear **Office/Facility** Staff Members,

We have received confirmation that a staff member in our **office/facility** has a positive COVID-19 diagnosis. Effective 4/1/2020, a positive COVID-19 diagnosis is defined by a positive test result or written medical provider clinical diagnosis.

The last day the employee was physically in the **office/facility** was on **XXX**. Since that time, terminal cleaning of the **office/facility** has occurred.

It is understood there is much misinformation regarding the COVID-19 pandemic. We have been following a specific CT Department of Public Health protocols regarding exposure, transmission, and contact. CT DPH are in regular communication with the Centers for Disease Control and stay informed with the latest and most accurate information.

The Department conducts contact tracing when it is learned an individual in the work environment has a positive COVID-19 result. These activities determine when the individual who has been positively diagnosed first showed symptoms or received their positive test. The timeline also includes the last time they were in the office or facility and with whom they may have interacted for more than 15 minutes and within 6 feet.

Based on the totality of the information indicated above, we do not believe any staff has been in close contact with this employee, during the prescribed exposure guidelines we are using to trace. (This is optional based on the circumstances)

If our contact tracing leads us to believe an employee has been exposed to the positive COVID-19 individual, staff are contacted.

Lastly, the landscape of this pandemic is changing rapidly. Due to the nature of this virus' transmission, we are reminding all of you of the three **Ws**:

- ✓ **Watch** your distance,
- ✓ **Wash** your hands often for at least 20 seconds and
- ✓ **Wear** your PPE

Please stay home if you do not feel well and contact your health care provider with any symptoms.

Continue to maintain the confidentiality of our colleagues as we get through this **TOGETHER**.