



Date: *Current date*

To: *<Department> employees*

From: *<Supervisor name or Department designee>*

Subject: COVID-19 Potential Exposure Notification

A member of our team has been advised to self-quarantine for fourteen days until <DATE>. This action is necessary because the employee had close contact (6 feet or less and for 15 minutes or longer) with someone who has symptoms but has not tested positive for COVID-19. That contact occurred on <DATE> and our colleague <is/is not> symptomatic as defined by the Centers for Disease Control and Prevention (CDC). As a necessary precaution, the Virginia Department of Health is asking the employee to self-isolate as advised by the CDC guidelines.

You do not need to do anything specific as a result of this notification. The CDC and the VDH are advising that anyone who had contact to monitor yourself for symptoms. If you develop [symptoms](#) as defined by the CDC, please contact your healthcare provider, inform your supervisor and consult with your HR Benefits Specialist to see what leave options are available. You may also contact the JMU Occupational Health Nurse (540) 568-5310 with questions.

This is a stressful time and many of us are anxious about our potential exposure to this virus. The Employee Assistance Program (EAP) offers counselors if needed. If you would like to utilize this service, contact your health plan's [EAP](#) member services department.

Remember that everyone's best defense is to practice good hygiene (hand washing), safe distancing (six-foot zones), and continuously monitor one's own health. For additional resources about COVID-19 you can go the [VDH website](#) and the [CDC website](#).

We will continue to provide additional information and guidance as it becomes available.