

Sample Letter from church to congregants/staff suspected of being exposed to someone having COVID 19

Date

Dear staff member/congregant,

We have learned that you may recently have been in contact with someone who has Covid-19 while on the premises here at the church. Know that your health is our number one priority and that we are in full support of you, your family and others who may have had similar contact. To this end, we are taking the following steps to best insure your health and the health of others:

- We request that you self-monitor your health for 14 days and ***if symptoms develop***, self-isolate, ***notify us***, and notify local health officials. Also notify anyone you have come in contact about your condition and request that they self-isolate and self-monitor for symptoms and follow CDC guidance if symptoms develop.
- When you notify us, we will notify local health officials, staff and potentially exposed stakeholders of any case of Covid-19 ***while maintaining your confidentiality*** in accordance with the Americans with Disabilities Act and other applicable laws and regulations.

We know that this is an uncertain and difficult time and we affirm that you are not alone in this journey. Given the power of this virus, with you we appeal to Jesus Christ who said, "Peace I leave with you; my peace I give to you. I do not give to you as the world gives. Do not let your hearts be troubled, and do not let them be afraid" (John 14:27, NRSV). Contact us with any questions or concerns you have; we remain in prayer for you.

Sincerely,

Sr. Pastor