**TEMPLATE LETTER FOR MANAGERS, PROGRAM OR DEPARTMENT HEADS, AND DEANS**

**INCIDENCE OF ILLNESS**

August 6, 2020

Dear members of the (relevant unit/ community/ department) community,

I recently learned of an incidence of illness among our (relevant unit/ community/ department).

We do not yet know the nature of the illness, but If someone tests positive for COVID-19, close contacts of the individual will be identified and procedures will be followed, which include recommendations for testing and quarantine. Special cleaning and disinfection of the workspace will then also be performed.

I am also taking this opportunity to remind you of the COVID-19 symptoms which range from mild to severe. Symptoms may appear 2-14 days after exposure to the virus and include new or worsening:

* Fever or chills
* Cough
* Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea

**Students if you are symptomatic**: Access your [Student Health Patient Portal](https://login.emory.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1), message the “COVID Assessment Provider,” and fill out the form. A provider reviews these forms daily from 9 a.m.- 4 p.m. and will call you to review your concerns and provide individualized guidance. If you have urgent symptoms or questions after hours or over the weekend, call [Student Health Services](http://studenthealth.emory.edu/hs/) at 404-727-7551 and press “0” for the medical advice line. If it is COVID-19 related, a provider will call you back with guidance.

**Faculty and Staff if you are symptomatic**: Stay home and notify your primary care provider and call the Emory Healthcare COVID Information & Nurses line at 404-71-COVID (404-712-6843) for consultation. They will instruct you on your next steps which may require testing. If you are directed to get a test after calling the COVID-19 hotline and you test positive for COVID-19, you will be advised of next steps

If you test positive for COVID-19 from another testing facility (i.e. public health facility, doctor’s office, etc.), you are required to report the positive test result by calling the Office of Injury Management at 404-686- 8587 where you will receive further instructions about next steps.

Please notify your supervisor regarding your ability to work.

**Everyone should follow these infection prevention habits:**

* + Don’t come to campus if you are ill
  + Maintain six-foot physical distancing
  + Always wear a face covering
  + Wash your hands frequently with soap and water. Use hand sanitizer if soap and water are not available
  + Avoid touching your eyes, nose and mouth
  + Cover your mouth when coughing or sneezing
  + Clean and disinfect surfaces in your workspace
  + Monitor your health and symptoms

Additional information can be found at [Emory’s COVID-19 Website](https://www.emory.edu/coronavirus/) - a webpage with an extensive list of resources available to the Emory community - and the [CDC's Coronavirus (COVID-19)](https://www.cdc.gov/coronavirus/2019-ncov/index.html) page.

I hope you and your families stay safe and well, please contact me if you have any questions.

[Signature]