**DATE**:

**TO**: All Residents

**FROM**: [Name/Title]

**RE:** Positive Case of COVID-19

Dear Resident:

Yesterday, we received notification that a case of COVID-19 has been confirmed in a resident of our community. We immediately notified the Wayne County Health Department, as required, and are following procedures recommended by the Centers for Disease Control & Prevention. We are taking every step as recommended by authorities to contain the possible spread of the virus.

We want to ensure that residents, their families, and our staff are aware of these developments, and reassure you all that Theresa Maxis Apartments has taken steps to handle this situation in a safe and effective manner.

**Our priority is the health and safety of our residents and staff.** We ask that our residents and staff do all that they can to support our community by following the recommendations set forth by the CDC and senior living community experts:

* Practice social distancing/staying home, if possible
* Wash hands for at least 20 seconds with soap and water
* If you have a thermometer, take your temperature twice per day
* Self-isolate if you show any signs or symptoms of COVID-19. Symptoms include:
	+ Fever
	+ Cough
	+ Shortness of breath
* Seek medical assistance as necessary and, if you are experiencing life-threatening symptoms, call 9-1-1.

Additional health and safety guidelines can be found at [www.cdc.gov](http://www.cdc.gov).

We will provide updates regularly. We recognize the anxiety and concerns that you may have; please know that you can count on our dedicated, skilled and compassionate staff to do our very best to continue to meet your needs during this challenging time. If you have any questions, please contact me at (Telephone Number/Email].

Sincerely,

[Administrator/Leader]