***Instructions:*** *This letter is a template and should be modified to meet your needs. The letter can also be adapted and sent through your patient portal based on the option that is best for reaching your patients.*

Dear *[insert name],*

On March 11, 2020, the World Health Organization declared the COVID-19 (Novel Coronavirus) viral disease to be a pandemic. As a result of this emergency, rapidly evolving and unprecedented changes have occurred causing medical practices, physicians, physician assistants, employees, and patients to continually adapt to meet the many challenges that have evolved since the beginning of this pandemic.

Since that time, we have followed CDC and state recommendations, implementing necessary precautions to protect both patients and employees.

*(You may add the precautions you have taken.)*

Even though we have taken all the necessary precautions, we are sorry to report that we have someone in our office *[“being tested” or “who has tested positive”—(insert the statement that is correct for this situation)]* for COVID-19. As a result, we are sending this letter to notify all of our patients who were in our office since *[insert date of exposure (which would be two days before the date the person being tested had symptoms)],* that you have potentially been exposed to COVID-19.

*(Add and/or replace the following information in this paragraph with any instructions the health department provided you).*

***(The following may be helpful to include if you know this is a low risk. If not, exclude*.)**

Even though this is probably *a low risk exposure*, we recommend you follow CDC guidelines and take extra precautions.

For 14 days from the date last seen in our office, please remain at home, practice social distancing, monitor yourself for fever by taking your temperature twice a day, and remain alert for cough or difficulty breathing.

If you develop a fever greater than 100 degrees, cough, or difficulty breathing during the self-monitoring period, please contact your primary care physician immediately or contact the health department *[insert health department contact name and phone number]* and inform them you are a patient who potentially has been exposed to a positive COVID-19 individual in our office. Self-isolate while you wait for further instructions on the next steps to take.

If you have any questions, or if there is anything we can do to further assist you, please contact *[insert name of point of contact for your office]*.

Take care,

*[insert practice manager’s name and/or physician]*