***Instructions***:*This script is a template to assist you with reporting a potential exposure to employees.* ***Please remove or change*** *any information that is not accurate for your practice and choose the correct statement in the brackets to fit your practice, deleting extra information, instructions, and comments. It is not recommended to communicate by leaving a message on an answering machine. While it would be best to talk one-on-one, it is sometimes not possible due to the volume of contacts.*

Hello, I am *[choose method of communicating—sending out this notice, calling, messaging (using secure email)*] to inform you that *[insert date or time period, i.e., earlier this week*] we had a person in our office who *[insert correct statement—is being tested, has tested positive, or is suspected positive]* for COVID-19. If you are receiving this message you have been identified as someone who has potentially been exposed.

(***Instructions:*** *Choose correct statement below based on low-risk or high-risk exposure*)

Due to the extra precautions we have taken in our practice we believe this is probably a low-risk exposure.

**OR**

Due to this being an unprotected exposure, meaning the infected source was not wearing a mask at the time they were in our office and healthcare workers were not wearing an N95 mask, this is considered to be a higher-risk exposure.

Over the next 2 weeks, following CDC guidelines, we will take extra precautions to minimize risk of additional exposures.

For the next 14 days, we are going to practice universal source control. Please follow these guidelines:

* Continue wearing a mask while in the practice around employees and patients.
* Practice social distancing as much as possible, which includes limiting the number of people in the break room.
* Practice good hand hygiene, washing frequently, using hand sanitizer, and not touching your face.
* Self-monitor for symptoms:
	+ Fever (>100, taking your temperature twice a day),
	+ Cough,
	+ Difficulty breathing
	+ or sudden loss of tast or smell, muscle pain, headache, sore throat, chills.
* Encourage visitors and patients to wear a cloth mask or regular mask if available.

*(****Comment****: Some practices are purchasing bandanas to provide patients who arrive without a cloth covering.)*

*(****Instructions:*** *Choose one of the two options.)*

* Prior to you starting work every day we will have someone stationed at our entrance to check your temperature and validate that you have no symptoms during the self-monitoring phase.

*(****Instructions****: You will need someone established at the entrance of the practice to check temps on arrival—that person will need to wear a mask and gloves and use a touchless thermometer)*

*(****Optional note:*** *Some practices are also checking O2 saturation with a pulse ox based on the premise that some infected individuals respiratory status can decompensate without any symptoms but would be identified through low O2 saturations—this recommendation has not been added to CDC guidance documents)*

*(If you cannot implement this step, choose the next step)*

* Prior to starting work we need you to *[select method to report—text, email, or call]* your temperature and confirm no COVID-19 symptoms to *[insert number/email to reply to]* for the duration of the self-monitoring phase.

*(****Instructions****: Have a checklist of all employees involved and record date and temp and no symptoms—see template for universal source tracking of employees)*

If during your work day you develop a fever of a 100 degrees or greater, cough, or difficulty breathing, or any other symptoms of feeling sick during the 14 days of self-monitoring, which is *[enter dates for self-monitoring],* immediately get someone to cover for you, and report to *[insert name of person to report to, such as Practice Manager, HR director, or occupational nurse]*. If you develop symptoms outside of your work schedule, contact *[insert name of person to report to, most likely the PM, HR director, or occupational nurse]* as soon as possibleand self-isolate waiting for further instructions.

*(****Instructions****: Self-monitoring dates will begin with the last date the infected person was in the office, counting out 14 days; for example, if the infected person was in your office on 4/1/20, reported to ER with symptoms and was tested on 4/2/20, the dates for self-monitoring will be from 4/1/20—4/15/20)*

We will at that time coordinate follow-up with a healthcare provider to get you tested.

Please understand we care about you and take very seriously protecting both employees and patients within our practice. We appreciate all you do to provide care to our patients.

Take care, and please contact *[provide contact name and number]* if you have questions or if we can help you with anything else.

Sincerely,

*[Insert name]*