## Letter template to staff (cases)

<*insert today’s date and employer branding*>

Dear <*name*>,

**Re: Novel Coronavirus (COVID-19)**

We are sorry to hear that you have recently tested positive for COVID-19. We are working to implement the appropriate response measures and maintain the safety of staff.

To prevent further spread of coronavirus, you and your household must self-isolate in accordance with national guidance. NHS Test and Trace will work with you to establish the dates of your isolation period. At the end of this time, if you feel well and your temperature is not high, you can safely return to work.

Everyone who lives at home with you (your household) must isolate from the day your symptoms started (or date of your test if you don’t have symptoms), and for the following 10 days. NHS Test and Trace will work with you to identify contacts outside work, who also need to self-isolate for 10 days. If any of your contacts develop symptoms while self-isolating, they should book a test.

Although most people who contract COVID-19 will only have a mild illness, it is spread very easily among people. To protect the health of all staff and to make sure we can continue to operate, we will be working with you to identify any workplace contacts. Those contacts will be asked to isolate, to help stop the infection spreading.

<*Add in details of support available to help the staff member to isolate. E.g. paid sick leave during this time, accommodation support. Link to Local Authority support*>

Please call <*line manager*> who will answer any questions you may have relating to work.

For further information related to coronavirus and isolating, please go to [www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/](http://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/)

Please help to prevent the spread of the virus by:

* washing your hands often - with soap and water for at least 20 seconds. Use an alcohol-based hand sanitiser that contains at least 60% alcohol if soap and water are not available.
* catching coughs and sneezes into a tissue, throwing the tissue in a bin, and washing your hands
* avoiding close contact with other members of your household
* regularly cleaning frequently touched surfaces

For more information, see the following guidance for people with COVID-19:

[www.gov.uk/government/publications/covid-19-stay-at-home-guidance](http://www.gov.uk/government/publications/covid-19-stay-at-home-guidance)

Yours sincerely,