**NOTICE RE RESPIRATORY ILLNESS**

Dear Resident and Family Member/Sponsor/Guardian:

***We have identified individuals with new onset Respiratory Symptoms.***

In an effort to keep you apprised of potential communicable diseases within the facility, including COVID-19, we are informing you that we have identified 3 or more residents or staff that have experienced a new onset of respiratory symptoms occurring within 72 hours of each other. We have notified our local and state departments of health and will continue to work with them to monitor these individuals. At this point, the individuals do not have confirmed tests for COVID-19.

***We are taking steps to reduce the spread of infection.***

Given the high risk to the population that we serve, we have adopted a number of measures designed to protect our residents and staff. These include a limited visitation policy, enhanced health screening of residents and staff, isolating residents with symptoms, sending staff with symptoms home, and other measures informed by guidance from federal agencies, such as the Centers for Disease Control (CDC). [Insert information on any additional steps that you will be implementing and believe are important to share.]

***We will not be sharing details publicly about symptomatic individuals.***

Rest assured, if we need to contact a family member with updates about a specific resident, we will reach out directly.  But, also, please note that out of respect to those affected and their families and, in accordance with privacy laws, we will not be sharing any details regarding symptomatic individuals publicly.

***Future Updates.***

All future updates related to staff or residents with new onset of respiratory symptoms will be provided via [Insert information as to how you will provide updates, *e.g.*, an email blast, website, letter, etc.]

***Contact us with questions.***

If you have any questions regarding the steps that we are taking to protect our residents or future updates, please contact [insert title] at [insert phone number and/or e-mail address].

***DISCLAIMER*** *(REMOVE BEFORE USING):*

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