**TEMPLATE**

**EMAIL TO STAFF ABOUT EMPLOYEE POSITIVE TEST RESULTS**

***The following messaging can be used/adapted when an employee has been confirmed to have COVID-19.***

TO: All Employees

FROM: PHARMACY OWNER NAME

SUBJECT: An Important Update on COVID-19

I am sorry to report that yesterday, DATE, I was informed that one of our PHARMACY NAME employees has received a confirmed diagnosis for COVID-19. The employee is under quarantine and has not been in our pharmacy for more than XX days/weeks.

In addition to our already-expanded cleaning protocol, we are now bringing in a company that specializes in emergency restoration to thoroughly sanitize the entire pharmacy.

All employees who interacted with the diagnosed employee are being notified and asked to work remotely/self-quarantine at home while monitoring their health.

I want to assure you that we are working with local and state public health officials, as well as the Centers for Disease Control (CDC), to minimize the risk at PHARMACY NAME. We continue to implement practices recommended to safeguard our employees and patients. We have stepped up the frequency of cleaning and disinfecting frequently touched surfaces, such as our building entrances, restrooms, kitchens/break rooms, doorknobs, keypads and conference rooms. Additional resources have been secured to expand this effort.

We are working to find the most workable solution to get through this. If you have not already, check in with me/your manager on flexible work arrangements whenever possible. There is no “one-size-fits-all” solution – depending on your role, flexible arrangements could mean telecommuting, flexible shifts, non-standard hours, or another solution that makes sense for the work you do.

Please continue to do your part to help protect yourself and your fellow coworkers by continuing to:

* Frequently wash your hands using alcohol-based hand sanitizer or soap and hot water for a minimum of 30 seconds
* Use disinfecting wipes to clean your work surfaces
* Avoid touching your face
* Cover your mouth and nose with your flexed elbow or a tissue – throw the tissue away immediately and wash your hands
* Practice social distancing by remaining 6 feet apart from each other at the facility
* LIST OTHER PROTECTIVE MEASURES IMPLEMENTED AT YOUR PHARMACY

If we see additional employees test positive for COVID-19 in the coming days and weeks, we will ensure all steps are taken to inform everyone and deep clean work areas.

Even while remaining open – since we are a critical component of the healthcare system – we are doing all we can to protect you. Please use precautions and take care of yourself. For more information about COVID-19, please visit the CDC website at <https://www.cdc.gov/coronavirus/index.html>.

Please take notice that, consistent with our emphasis on a safe workplace, we expect to take specific actions, if required, including complying with all government directives for social distancing.

As you know, PHARMACY NAME strictly complies with all laws regarding confidentiality of medical information. Please be reminded of these laws. As always, PHARMACY NAME will take all appropriate action to ensure a workplace free of discrimination and retaliation.