

TEMPLATE

EMAIL TO SEND TO EMPLOYEES WHO HAVE SYMPTOMS, HAVE BEEN DEEMED HIGH RISK FOR EXPOSURE, OR HAVE BEEN LISTED ON THE CLOSE CONTACT REPORT OF SOMEONE WITH SYMPTOMS

EVMS has been notified that you may: 1) have symptoms of COVID-19; or 2) have high risk of exposure or have been in close contact with an individual who may have COVID-19. (Close contact is defined as: a) being within 6 feet of a person with confirmed COVID-19 for more than 15 minutes where at least one of the parties is not wearing a mask **or** b) having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19 where at least one of the parties is not wearing a mask.)

Follow the "[Employee Protocol and Testing Instructions](#)", including the following steps:

1. If you have not already done so, complete and submit the screening [survey](#).
2. If you have not already done so, complete the attached [Close Contact Report](#) and return it to me within 24 hours.
3. Remain home until you are cleared to return to work by EVMS Occupational Health.

If you have any questions about this process, please contact: Occupational Health at occhealth@evms.edu or 446-5870.