

## **SAMPLE EMPLOYEES**

Good afternoon team,

We were informed today that one of our employees has tested Positive for COVID-19.

Public Health Officials are now investigating potential “close contacts” in our Winnipeg office – people who may have had significant, prolonged contact with the person who tested positive. Public Health Officials will directly contact any employee confirmed to be a “close contact”.

We have also done our own initial investigation to determine any potential close contacts in the office. If you have not been contacted by Public Health or myself prior to receiving this email – you would be considered a low risk.

Please ensure that you understand the importance of following recommended protocols ([CSAM protocols](#)) and self-monitoring for potential [COVID 19 symptoms](#).

The importance of effective communication is heightened during these unprecedented times and as per previous communications, we wanted to ensure you are informed.

Please contact me directly if there are any clarifications or information required (NAME, CELL #, EMAIL)

Sincerely,

**SAMPLE PROJECT**

Good afternoon team,

We have been informed that a worker on our project has tested Positive for COVID-19.

Public Health Officials are now investigating potential “close contacts” – people who may have had significant (within six feet / 2 metres) and prolonged contact (greater than 15 minutes) with the person who tested positive. Public Health Officials will directly contact any employee confirmed to be a “close contact”.

We have also done our own initial investigation to determine any potential close contacts on our project. If you have not been contacted by Public Health or from a member of our team prior to receiving this email – you would likely be considered an indirect contact and be considered a low risk of exposure.

The importance of effective communication is heightened during these unprecedented times and as per commitment to everyone’s communications, we wanted to ensure you are informed. Our investigation has determined that the Positive COVID 19 worker was on site during the following days:

DATE	TIME	AREA

Please ensure that you understand the importance of following recommended protocols ([CSAM protocols](#)) and self-monitoring for potential [COVID 19 symptoms](#).

Please contact me directly if there are any clarifications or information required (NAME, CELL #, EMAIL)

Sincerely,