You are receiving this letter because you have been exposed to someone diagnosed with COVID-19. We want to help you and those around you stay safe and healthy. It is important that you know how to get medical help safely and, should you get COVID-19, how to avoid spreading it to others. This letter describes how to monitor yourself, how to keep yourself safe, and what you should do if you develop symptoms.

Starting today and until {{Enter end of quarantine period MM/DD/YY}} please:

- **Stay at home as much as you can. Practice physical distancing, including avoiding group settings and staying at least 6 feet from other people.** You may exercise outside alone. If you are a healthcare worker, please consult with occupational health at your facility.
- Check your temperature each morning and evening and record the temperature using the chart at the end of this letter. Check your temperature with a digital thermometer the same way every day, at about the same time. Do not let anyone else use the thermometer during this period.
- Monitor yourself for cough, shortness of breath, difficulty breathing, or new loss of taste or smell.
- Your local health department contact will talk or text with you daily to see how you’re doing.
- If your temperature is above 100°F at any time, or you get a cough, shortness of breath, difficulty breathing, or new loss of taste or smell:
  - Cover your cough and avoid direct contact with household members and others.
  - Contact {Enter local health department} immediately. Tell them you are at risk for COVID-19 and have symptoms. Call {Enter local health department phone number}.
  - If you can’t contact your local health department, or are very ill, call 911, and tell them that you are at risk for COVID-19 and have developed symptoms.
  - Your local health department and ambulance service can help arrange safe transportation for you to get treated and keep you and those you love safe.

If you have any questions or concerns, call {Enter local health department} at {Enter local health department phone number}. If you do not have any symptoms by {{Enter end of quarantine period MM/DD/YY}}, you can resume all normal activities. In the meantime, we ask you to be vigilant to keep yourself, your family, and your community healthy and safe.
Additionally, you should follow these steps to reduce the chance of spreading infection if you develop symptoms:

**Separate yourself from other people and animals in your home**

- Stay in your own room and away from other people in your home as much as possible. Use a separate bathroom, if available.
- Increase airflow in shared spaces like the kitchen or bathroom by opening windows.
- If you need help, have just one person who is healthy provide care.