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**COVID19**

Private & Confidential

Date: \*DD/MM/YYYY\*

\*Providers Address\*

**REF: DIRECT CLOSE CONTACTS OF COVID 19 – EMPLOYEE TO SELF-ISOLATE FOR 14 DAYS**

Dear Employee,

We have been advised by Public Health England that there has been a confirmed case of COVID-19 within our setting.

We have followed the national guidance and have identified that you have been in close contact with the affected person. In line with the national guidance we recommend that you now stay at home and self-isolate until \*ADD DATE\* (14 days after contact).

We are asking you to do this to reduce the further spread of COVID 19 to others in the community.

If you are well at the end of the 14 days period of self-isolation, then you can return to work. A negative test does not mean that you can return to work earlier than 14 days.

Other members of your household can continue normal activities provided you do not develop symptoms within the 14 day self-isolation period.

Please see the link to the PHE Staying at Home Guidance:

<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

**What to do if you develops symptoms of COVID-19**

If you develops symptoms of COVID-19, you should remain at home for at least 10 days from the date when their symptoms appeared as advised in <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>.

You should arrange for test via <https://www.gov.uk/guidance/coronavirus-covid-19-getting-tested> or call 119.

All other household members who remain well must stay at home and not leave the house for 14 days. The 14-day period starts from the day when the first person in the house became ill.

Household members should not go to work, school or public areas and exercise should be taken within the home.

Household members staying at home for 14 days will greatly reduce the overall amount of infection the household could pass on to others in the community

If you are able, move any vulnerable individuals (such as the elderly and those with underlying health conditions) out of your home, to stay with friends or family for the duration of the home isolation period

**Symptoms of COVID 19**

The most common symptoms of coronavirus (COVID-19) are recent onset of:

* new continuous cough and/or
* high temperature
* a loss of, or change in, normal sense of taste or smell (anosmia)

For most people, coronavirus (COVID-19) will be a mild illness.

If you develop symptoms, you can seek advice from NHS 111 at <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/> or by phoning 111.

**How to stop COVID-19 spreading**

There are things you can do to help reduce the risk of you and anyone you live with getting ill with COVID-19:

* wash your hands with soap and water often – do this for at least 20 seconds
* use hand sanitiser gel if soap and water are not available
* wash your hands as soon as you get home
* cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze
* put used tissues in the bin immediately and wash your hands afterwards

**Further Information**

Further information is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/>

If you have any questions, please don’t hesitate to contact us on: \*insert number\*

Yours sincerely

\*insert name\*

**Manager**