To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We are writing to share with you that a member of our [college/unit/department] has tested positive for COVID-19.

We thank this individual for taking the appropriate actions to self-identify and self-isolate. Health officials are working through the contact tracing process to notify others who may be directly impacted. The [college/unit/department] is also following required protocols for additional cleaning.

We ask that you avoid speculating or spreading misinformation about the identity of this individual. Instead, please show compassion to others and do your part to mitigate your risk of infection.

This serves as a reminder that we all need to be diligent about practicing infection control strategies:

* Stay home if you are sick.
* Wear face coverings on campus when physical distancing is not possible.
* Wash hands often with soap and water, especially after coughing or sneezing. Alcohol-based hand sanitizers are also effective.
* Practice social/physical distancing.
* Improve your immune system by getting enough rest, exercising regularly, and eating healthy.

Call your health care provider if you are experiencing symptoms or believe you may have been exposed. If you do not have a regular health care provider call First Nurse: 515-239-6877 (Ames) or 800-524-6877 (anywhere in Iowa).

You can find information and updates on the [COVID-19 safety page](https://web.iastate.edu/safety/updates/covid19) including:

* [Caring for yourself and others when sick with COVID-19 and Returning to work after contracting COVID-19](https://web.iastate.edu/sites/default/files/safety/COVID-19/COVID%20care%20and%20return.pdf)
* [CDC Guidance on What to do if you are sick](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html)
* [Taking Care of Your Behavioral Health: Tips for Infectious Disease Outbreak](https://www.counseling.iastate.edu/wp-content/uploads/2020/03/tips-for-social-distancing-3-2020.pdf)

Please direct questions to COVID-19@iastate.edu.

Sincerely,