**COVID-19 CASE CONFIRMED – ADS QUARANTINE SAMPLE RESIDENT/LETTER**

***Updated December 8, 2020***

Dear [Participant/Family Member]:

I want to let you know that we have had a [positive/confirmed] case of COVID-19 in our Adult Day Program. You [your family member] came in close contact with this person, so we recommend that you stay home and away from others for 14 days starting [Date of exposure]. A close contact is defined as someone who was within 6 feet of the person with COVID-19 for a cumulative total of 15 minutes or more over a 24-hour period.

Our priority is to keep everyone safe and healthy. Please know we are doing everything we can to stop the spread of this virus.

In terms of returning to our program, we will be following guidance from [the CDC Discontinuation of Isolation for Persons with COVID-19 Not in Health Care Settings (Interim Guidance](http://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html). It requires that a person meet the following conditions before they can safely return the program:

* At least 14 days have passed since symptom onset **and**
* At least 24 hours have passed since resolution of fever without the use of fever-reducing medications **and**
* Other symptoms have improved.

Our [Insert Organization Name]  team will continue to offer virtual services.  We will be calling you within the next few days to talk about a plan for keeping your/your loved one as connected as possible to [name of organization.]

The COVID-19 surge is at a dangerous level in Minnesota.  Even when being very careful and following all of the guidelines, the risk of being infected when out in public is high.  The hope of a COVID-19 vaccine is promising, but at that time we all need to use extra caution to slow the spread of this highly contagious disease.

This past year has been a challenge like no other and we deeply appreciate the sacrifices that you and your family have already made during these past months.

We know that this news may cause you concern or that you may have questions about what our COVID-19 infection prevention practices. Please do not hesitate to reach out to me at [insert phone and email].

Sincerely,