*Purpose: For businesses and organizations to communicate with their employees during a respiratory virus outbreak (Updated July 2024).*

INSERT DATE

Dear [audience],

We are writing to let you know that there is a [insert specific respiratory illness (e.g., COVID-19/Flu/RSV)] outbreak at our [site/facility] affecting [the entire staff/specific group]. That means three or more [staff] have been diagnosed with [insert illness]. We understand this news might be concerning and want to share our efforts to keep [staff] safe and healthy.

The [business/facility] will remain open, and the individuals with respiratory virus symptoms will remain until they meet the criteria for return.

[Symptoms of respiratory illness](https://www.vdh.virginia.gov/content/uploads/sites/182/2020/04/VDH_COVID19_Comparisonchart.pdf) may include but are not limited to chest discomfort, chills, cough, decrease in appetite, diarrhea, fatigue (tiredness), fever or feeling feverish, headache, muscle or body aches, new loss of taste or smell, runny or stuffy nose, sneezing, sore throat, vomiting, weakness, wheezing.

If you develop symptoms of a respiratory virus:

* Stay home and away from others. will remain at home until, for at least 24, hours the following is true:
  + Your symptoms have improved **and**
  + You have been fever-free (without fever-reducing medication).
* Follow [these instructions](https://www.vdh.virginia.gov/epidemiology/respiratory-diseases-in-virginia/precautions-when-sick/#precautions) for other steps to reduce the risk of spreading illness to others.
* If you have [risk factors for severe illness](https://www.cdc.gov/respiratory-viruses/risk-factors/index.html), contact a healthcare provider right away to see if treatment is an option for you. Treatment can make your symptoms less severe and shorten the time you are sick.
* Seek emergency medical care right away if you have any emergency warning signs (like trouble breathing or chest pain).
* Notify [your supervisor].

Everyone can take [prevention steps](https://www.cdc.gov/respiratory-viruses/prevention/index.html) to reduce the risk of getting sick or spreading illness. This can include

* Staying up to date on vaccinations
* Washing hands often
* Taking steps for cleaner air
* Staying home when sick

If you have further questions, please contact [contact name] at phone/email or [Name] at the Health Department at phone/email.

Sincerely,

[Point of Contact Name]