[DATE], 2020

Dear Residents:

We have been notified that [NUMBER] of our [RESIDENTS/STAFF] [HAS/HAVE] tested positive for the novel coronavirus, also known as COVID-19, [ADD. INFO ABOUT QUATANTINED/HOSPITALIZED IF AVAILIBLE].

[PROPERTY NAME] staff are taking measures to ensure the safety of our residents. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform property management and contact your health care provider. We will keep all medical information confidential and will only disclose it on a need-to-know basis.

Please understand that the health and welfare of the entire [PROPERTY NAME] community is our highest priority. We will continue to follow the guidance of the CDC and all relevant federal and state agencies. If you have any questions, please contact me at [CONTACT PHONE NUMBER].

Take care,

[PROPERTY DIRECTOR OF OTHER DESIGNATED CONTACT NAME]

[PROPERTY NAME]