**Template Letter on Visitor Screening**

**Facility Letterhead**

Date

Dear Patient, Resident, and Family Members,

Since the outbreak began in China, our senior management team and clinical leadership have been meeting regularly to address current concerns about an outbreak of the novel coronavirus (COVID-19) in the United States, and the possibility of this impacting our center. Our regional and center leaders are currently receiving regular updates on the latest admission screening guidelines and infection control protocols. Everything we are doing is in collaboration with the Centers for Disease Control and Prevention (CDC) and the Department of Health.

While we are not in a current outbreak area, we are currently enhancing patient and visitor screening and precautions, based on recommendations from the Society for Post-Acute and Long-Term Care Medicine. If you meet **any** of the following criteria, you may **not** visit until your symptoms have resolved or you are cleared to do so.

• Fever

• Cough

• Shortness of breath

• A known exposure to someone with COVID-19, or

• Traveled in the last 14 days to countries with widespread transmission and subject to a CDC Level 3 Travel Health Notice:

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

We will be asking all visitors to sign a form to attest that they are not currently experiencing any symptoms. In the interest of protecting your loved one and other residents, patients and staff, if you meet any of the criteria above, we cannot permit entry until your symptoms have resolved.

If anything changes in our community, we will promptly advise of any modifications to our policies.

Finally, we would like to re-confirm emergency contact information for all of our patients and residents. Please call us at **FACILITY PHONE #** at your convenience so we can update our records.

Thank you for your support and cooperation.

Regards,

**[administrator name]**

**Administrator**