Fellow Residents of [COMMUNITY]:

I want to share with you that we have learned of the first reported case of COVID-19 in [COMMUNITY NAME]. [share a brief statement about the case to show the community is engaged, but avoid sensationalizing, editorializing, or speculating about the case. Some examples are:]

The individual is a 40-year-old male experiencing mild symptoms. He has been quarantined in his home, and health officials will be monitoring his recovery.

The individual is a 70-year-old female who resides in a nursing home. She has been quarantined at the hospital as health officials monitor her health. Other residents and staff of the nursing home are being tested for the virus.

This news certainly raises the level of urgency in our community, and I ask that it also remind you to please remain diligent in your efforts to follow the following protocols to keep us all safe.

1. Wash your hands thoroughly and frequently.
2. Remain in you home unless for the following reasons:
   1. Reporting to work as an essential employee
   2. Medical need (but remember if you have COVID-19 symptoms call your medical professional or hospital before coming into the office)
   3. Shopping for food
   4. Outdoor exercise or walking your pet
3. Minimize your contact with hard surfaces or objects which others may have had previous contact.
4. Wipe down any hard surface before and after you have come in contact with it.
5. Keep a bottle of hand-sanitizer on you and use whenever you have come in contact with an object or surface outside your home.
6. When outside of the home, remain at least 6 feet apart from any other individual not in your immediate household.
7. Avoid coughing or sneezing into the open air. Instead, cover your mouth and nose with a tissue or with your elbow.

Please visit coronavirus.gov for information on COVID-19, its symptoms, what to do if you fear you may have COVID-19, and answers to questions about COVID-19. Also, we will continue to share information regarding COVID-19 that is of particular importance to our community on the website at [WEB ADDRESS], and you can also like us on Facebook (if you have Facebook account enter profile name) or follow us on Twitter (if you have twitter account enter handle) for information and reminders that can help you stay informed and remain connected to our community during this time of social distancing.

I understand this will bring added anxiety and concern for some of our residents, but I hope this also serves as a reminder of the role each of us plays in helping to reduce the spread of this disease. The world is working to discover a treatment and potential vaccine for coronavirus. However, we know that will not be developed overnight. The actions you take today is the only thing that can halt the spread of the disease tomorrow.