



City of Memphis, 125 N Main St, Memphis, TN 38013

To: **Employees (customize)**

From: Chief Alexandria Smith

COVID-19 Exposure

It has been confirmed that you have likely had direct exposure via close contact to COVID-19 (Coronavirus) through a confirmed positive test result from an employee and/or visitor.

Effective immediately, you should initiate self-quarantine through **XX/XX/XX**. If you feel ill or display symptoms, contact your regular medical professional. It is essential that you let us know immediately should you test positive for COVID-19 or if your medical situation changes. Please see this [CDC guidance](#) for those who have been in close contact with an infected person.

We understand that this is a stressful situation and encourage you to reach out to the company's Employee Assistance Program (EAP) which offers services that address stress. EAP is available 24 hours, seven days a week and can be reached at **XXX-XXX-XXXX** or you can visit their site at [enterlinkhere](#).

The health and safety of our employees is our number one concern. Please be safe and again, we encourage you to utilize the [CDC's website](#) for information. This site is updated daily and is our recommendation for the most accurate and up-to-date information on this very fluid pandemic.