Month, Day, Year

Dear Cobb County Employee,

It has come to our attention that there has been a case of COVID-19 identified in **Cobb County Government [DEPARTMENT and LOCATION]** on **[DATE(S)].** Our priority remains on our employees and we have taken several steps to assure your care and protection in this situation. **If you were not directly contacted, then you were not identified as a high risk (close) contact**, as defined by the Center for Disease Control (CDC) and the Georgia Department of Public Health (GADPH).

While the risk to you is low, COVID-19 remains a risk in our community. If you develop symptoms consistent with COVID-19, please be sure to stay home and follow all guidelines outlined by the [GADPH](https://dph.georgia.gov/dph-covid-19-guidance) and Cobb County’s Return to Work protocols accessible via [iCobb](https://icobb/covid-19). Unless precautions are taken, other people may possibly get this disease from you. Reported illnesses have ranged from no symptoms to severe illness. Most cases (approximately 80%) will have a mild illness.

Based on your low risk of exposure, you do not need to quarantine at home if you have no symptoms. We have been in communication with those individuals who were in direct contact with the COVID-19 person to assure they take the necessary steps per the [GADPH’s guidance](https://dph.georgia.gov/dph-covid-19-guidance).  Additionally, any employee can get tested at no charge, using the following steps:

1. Go to <https://www.cobbanddouglaspublichealth.com/services/epidemiology-infectious-disease/covid-testing/>
2. Select a testing location
3. Complete the required information
4. Click “Submit”

Once you’ve submitted your registration, you’ll receive an email confirmation. Be sure to read the email and verify that your information was entered correctly.

Keep in mind the importance of social distancing and wearing cloth face masks. You should closely monitor your COVID-like symptoms (e.g., fever, cough, shortness of breath, new loss of taste or smell, sore throat, and/or headache), and if they develop, you need to isolate yourself from others and follow the protocols outlined by [GADPH](https://dph.georgia.gov/contact). If you experienced a respiratory illness before today and have recovered completely, you do not need to see a healthcare provider, but should remain home for 5 days from symptom onset and improving symptoms. If you need to stay home, please talk with your supervisor to determine the appropriate leave to use. You can also email employeecovid@cobbcounty.org with your COVID related questions

\*For more information on COVID-19, you may visit:

* DPH: <https://dph.georgia.gov/>
* CDC: [https://www.cdc.gov/coronavirus/2019-ncov/index.html](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Findex.html&data=04%7C01%7CLori.Jouty%40dph.ga.gov%7C0067ce3b1b6f45c966d408d9c3d7dc11%7C512da10d071b4b948abc9ec4044d1516%7C0%7C0%7C637756154161576494%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=4%2BAYw%2BPpqEmPxIJZBYzLsGxkUfSJsS%2F7jOHfcSx%2FFdg%3D&reserved=0)
* Cobb & Douglas Public Health: [http://www.cobbanddouglaspublichealth.com/](https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.cobbanddouglaspublichealth.com%2F&data=04%7C01%7CLori.Jouty%40dph.ga.gov%7C0067ce3b1b6f45c966d408d9c3d7dc11%7C512da10d071b4b948abc9ec4044d1516%7C0%7C0%7C637756154161576494%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=MtjOg7B%2Bg%2BQTUIJxdSAJRzt2ENf2hfQt3NPUOuH%2FbEo%3D&reserved=0)

\*For information on ***DPH’s Isolation Guidance***, click [here](https://dph.georgia.gov/isolation-contact).

\*For information on ***DPH’s Quarantine for Close Contact Guidance***, click [here](https://dph.georgia.gov/contact).