Dear [Name],

We have learned that one of our [identify the job title of the person who tested positive] who attended the recent has tested positive for COVID-19. This person was following all event guidelines (wearing a mask and maintaining social distance throughout the event, among other things) and was [symptomatic/asymptomatic] at the event. Nevertheless, we understand that you may have been in “close contact,” as defined by the CDC, with this individual.

Pursuant to [CDC guidelines](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html), we recommend that you self-quarantine (stay at home) for at least 14 days following your exposure and maintain social distance from others throughout that period. The CDC suggests that you self-monitor your symptoms by checking your temperature twice a day, watching for fever, cough, or other symptoms of COVID-19, avoid contact with people at a higher risk for severe illness, and follow [CDC guidance](https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html) if symptoms develop.

We will do our best to provide appropriate updates on this in the future and appreciate everyone working together to maintain the safest environment possible for all of our members and participants.

If you become ill or test positive for COVID-19, we ask you to privately contact us directly at [email address or phone number]. SCCA will maintain confidentiality as required by the Americans with Disabilities Act, but such information will be helpful for us to provide appropriate notice to local health officials, staff, and attendees.

[SIGNATURE]