*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. [Add details about what this volunteer was doing at the event. For example, was the person taking tickets? Working in a concession stand? Attendees receiving this should be provided some information for them to gauge their personal risk of exposure.] Given that you were recorded in attendance at this event, you may have some potential for exposure. Just as a precaution, you may want to review the [provide links to the CDC and any local or state guidance].*

*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 and believe it can be traced to your attendance at our event, 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]*