

Figure 2: Sample Language for Notification of Local Health Departments

From [COVID-19 HAN #18](#)

I hereby notify _____ that _____
is facing a critical staffing shortage, and has implemented additional strategies to address staffing shortages. Requiring a 14-day quarantine of HCP will adversely impact patient care.

_____ has taken the following steps to ensure patient safety:

- Only asymptomatic Health Care Personnel (HCP) are allowed to return to work.
- HCP will report temperature and absence of symptoms before each shift.
- HCP will wear a facemask at all times for source control while in the facility. A higher level of personal protective equipment will be used when indicated and available.
- HCP will adhere to the requirement of home quarantine, limiting close contact with others to the greatest degree possible, except while scheduled to work.
- HCP who develop even mild symptoms at any time must stop working and return home.
- HCP will undergo serial testing for COVID-19 (e.g., every 72 hours) during the 14-day quarantine period.
- Any HCP who tests positive for SARS-CoV-2 during serial testing, regardless of symptoms, must be excluded from work until they meet [CDC criteria](#) for return to work.

We plan to re-evaluate this staffing shortage on an ongoing basis, and will notify the health department if it remains necessary to ask quarantined HCP to report for duty beyond 30 days from the date of this notification.

Medical Director

Date