

Maintaining Quarantine /Social distancing protocol for COVID-19 Tested Positive Cases

Date;

Dear _____;

I hope this letter finds you doing well and on the mend. You have reported to management you tested positive for the COVID 19 virus (coronavirus) and that you were advised to be under quarantine. Quarantine means you cannot leave your apartment and you cannot have other people in your apartment. We, as management, are very concerned about your health and the health of all our residents and staff at your building. We are asking you to stay in your apartment at all times until your doctor states you are off the quarantine restriction. If you are leaving your apartment, you are endangering others in the building, this is a health and safety and a violation of your lease. If this continues, we will have to send you a violation of your lease.

We understand this is very difficult and we are here to support you. We are available to find resources for you. TCB purchased food for you while on quarantine and you can continue to work with staff on items you need to stay safe and comfortable in your unit during your quarantine.

Please reach out staff for anything you need, food, toiletries assistance with getting in touch with friends or family and anything else you may need.

(Name of RSC Staff)Senior Manager of Community Life phone: _____
(Name of Community Manager) with Property Name) and Phone # _____

Sincerely,