Sample Letters to Notify Your Building Tenants

*These are samples only. Please consult with your attorney for further guidance.*

**Sample #1**

\_\_\_\_\_\_\_\_\_\_\_\_ Property Management is working closely with a tenant that contacted us (give time and date) regarding one confirmed Coronavirus case among their employees. The individual has not been in the office for over xxx days and is recovering at home. Employees identified as having been in proximity to the confirmed individual have been contacted; it is our understanding these individuals are in self-quarantine as a precautionary measure, broadly advised by public health officials.

The affected floor has undergone deep cleaning in the overnight hours since the case was identified. In addition, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building implemented enhanced cleaning measures effective \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. These include increased cleaning and disinfecting frequency in all common areas, elevators, cafeteria and washrooms.

As you may know, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ uses proprietary pandemic preparedness guidelines to establish practical, effective responses for various levels of risk. These materials were created in partnership with International SOS, a leading global medical and travel security services consultant, with influence from the CDC and WHO.

The safety of our tenants, employees, contractors, and vendors is our top priority. \_\_\_\_\_\_\_\_\_\_\_ Property Management is committed to transparent, responsible communications and will provide additional information as it becomes available to us. We greatly appreciate your patience.

**Sample #2 (a simplified notice, please note you will receive many follow-up emails if you do not provide enough information)**

We have been informed by one of the tenants of XXXX building that an employee has potentially been exposed to someone who has been confirmed to have been infected with the COVID-19 virus.

We are informing our customers as a courtesy so that you can plan business operations accordingly.

The elevated level of cleaning at XXXX building will continue as outlined in previous communications.