**CORPORATE RESPONSES – NOTIFICATION OF COVID-19 CASE**

**The response below should be issued by the Service/Senior Manager or delegated other, when it is agreed that staff should be notified of a positive COVID-19 case.**

*Dear,*

*We are aware of staff in [insert council building] who have tested positive for COVID-19 and we are following all national guidance.*

*Any employees who are contacted by Test and Protect Scotland should adhere to their guidance.  Employees not contacted, should continue to attend their normal place of work unless instructed to report to an alternative workplace.*

*Appropriate deep cleans in line with Health Protection Guidance will be conducted in council buildings where employees who have tested positive are based or where they have visited while symptomatic.  The council has a specialist team on standby (available out with normal working hours and 7 days per week) to conduct deep cleans as required.*

*Kind Regards*