Dear Members:

We recently had an employee from our [DEPARTMENT NAME] team test positive for COVID-19.

This employee works as a [JOB TITLE], routinely wears a mask, has had no prolonged contact with Members and maintains a six-foot social distancing protocol with Members when possible. While this may not be considered a high-risk situation to many, we assure you we do not take this lightly. We continue to maintain purposeful sanitation protocols for all areas of our operation.

The team member last worked on [DATE]. That evening he was not feeling well and went home before the end of his shift and has not returned to work since. He learned today that he tested positive and informed us immediately. We have identified a few other team members that worked in close contact and, as a precaution, they have been asked to self-quarantine and be tested. All of these team members will remain in quarantine until it is safe for them to return to work according to the CDC guidelines. Additionally, we have notified all of his co-workers and I have personally contacted each Member that he served on [DATE].

While this is disappointing due to the precautionary measures we have put in place, we understand this continues to be a possibility for the foreseeable future. Please be assured we will continue best practices and safety measures in all areas of the club and will keep you informed should any further cases arise.

Sincerely,

General Manager