Dear Members,

We want to alert you to possible exposure to the virus that causes COVID-19 at our Club via a <Member or Guest> who visited our facility on <dates>. The <Member or Guest> utilized the <Specific area – i.e., golf course, amenity, etc.>

This is considered a low risk exposure to any of our club members who would have visited the Club during that timeframe. At this time, we are encouraging self-monitoring for COVID-19 related symptoms, as outlined by the CDC (<https://www.cdc.gov/coronavirus>). Please consult with your doctor or medical professional if you have specific questions regarding pre-existing health conditions.

Please note:

* Our Club increased its cleaning and sanitation protocols with the emergence of COVID-19 for the health and safety of our members and our employees.
* Today, the Club performed an additional deep cleaning and disinfection of the <Specific areas>.
* As of now, we plan to <Continue or Resume> resume operations on <date>.
* Extra staff has been allotted for more frequent sanitizing of our <Specific areas>.
* In all of our decisions, we will be respectful of the guidance of local and national health authorities.

No one can stop the spread of illness, but we are doing our best to keep our members and staff healthy. We appreciate our members doing the same for their fellow club members and staff.

We kindly ask that any member feeling ill not come to the Club for any reason. We also request that any member who has traveled not visit the club for a period of 14 days after their return to the area.

Please feel free to call me if you have any concerns or questions.