Dear [*Name of your church*] Family,  
  
We have been notified that [*date of exposure*], there was one person at [*name of event*] who has since tested positive for COVID-19. They were asymptomatic and unaware they were infected when they attended the [*event*]. [*Give details for the areas in which they were present, such as:* They maintained social distancing, wore a face mask and sat alone, not having contact with anyone.] Due to Health Information Privacy, we cannot disclose the identity of the parishioner. [*Provide details regarding disinfecting measures taken since exposure, such as:* The church has been cleaned twice since this has happened.]

Our protocol is to continue to notify you so that you can make informed decisions for your household. For the safety of yourself and others, we thank you for following our safety guidelines and continuing to pray for protection for our community.

[*Closing and signature of Rector and/or Senior Warden]*