Dear [EVENT NAME] attendee:

This letter is to inform you that a fellow attendee at the [EVENT DATE] [EVENT NAME] in [EVENT LOCATION] tested positive for Coronavirus 19 (COVID-19) sometime between [INSERT DATE RANGE].

The individual quarantined immediately upon the onset of symptoms and remained in their hotel room thereafter. Due to privacy laws, we are unable to disclose any information about the individual.

The following information is provided for your consideration. However, you are encouraged to consult with your own health care provider for guidance and any necessary preventive care or treatment.

The [CDC provides the following guidance](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html):

**If you are NOT up-to-date on COVID-19 vaccinations:**

* Stay home and quarantine for at least 5 full days.
* Wear a well-fitted mask if you must be around others in your home.
* Even if you don’t develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

**Are up-to-date on COVID-19 vaccinations:**

* No quarantine. You do not need to stay home unless you develop symptoms.
* Even if you don’t develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.

**Confirmed COVID-19 within the past 90 days** (you tested positive using a viral test):

* You do not need to stay home unless you develop symptoms.

We take the safety and wellbeing of our attendees and staff seriously and hope you are staying safe during this time.

Thank you,