**Email: You have been identified as a primary close contact of a positive COVID-19 – this is what you now need to do.**

Dear INSERT NAME,

As discussed over the phone, unfortunately, you have been identified as a primary close contact of a confirmed COVID-19 case.

**What do you need to do?**

It is very important for you to:

* Not to be too alarmed
* Go and have a COVID-19 test ASAP
* Self-isolate at home for 14 days since you had contact with the positive case. (As you were in contact as part of your work duties, Northcott will continue to pay you for your shifts during the isolation period). Your isolation period will end on INSERT DATE
* Let me know as soon as you receive the result from your COVID-19 test

I will be in contact with you again after you have let me know the result from your COVID-19 test but if you have any questions before then, please just give me a call.

I understand this news might be difficult for you. I therefore remind you about our **Employee Assistance Program** (EAP) which is a free, confidential, short-term counselling and advice service for employees and their immediate family members. Call Actevate on **1300 663 155.**

Kind regards,

**INSERT NAME**

**INSERT ROLE
Northcott**