

## Parish Letterhead

### SPECIAL NOTIFICATION REGARDING COVID-19 CASE

Dear Parishioners [*or specific group that attended wedding/funeral etc.*]

During the ongoing pandemic, our parish has strived to keep the wellbeing of our parish community at the center of all our planning and decisions. As challenging as these times are, we are committed to proper safety measures, transparent communication, and responsibly adapting to emerging circumstances.

It has come to our attention that an individual in attendance at the [*name specific mass or ceremony*] at [*name of parish*] on [*date*] has since tested positive for the coronavirus (COVID-19). [*Adjust to specific circumstances*: Our parish has reached out to this individual and understands that they are currently in a non-critical condition and are quarantining.] In accordance with the safety precautions required by the parish, the individual remained socially distanced from other parishioners and was wearing a facemask while in attendance at the [*mass/ceremony*]. Our parish leadership has been in communication with Archdiocesan officials [*if appropriate*: and the local health department] to ensure that all necessary follow-up procedures are undertaken in an efficient manner. The church space will be closed for services on [*date following the service*] in order to thoroughly cleaned and disinfected according to best-practice standards, and we will continue to adhere to effective sanitizing after each Mass.

We encourage those who attended the [*time of mass/ceremony*] on [*date*] at [*parish*], especially those who fall into a vulnerable category and are at greater risk for exposure to COVID-19, to actively monitor your health and be alert to any of the major symptoms of the virus, including, but not limited to, fever, cough, sore throat, and shortness of breath. Should any concerning symptoms appear, please do not hesitate to contact your medical professional or, if severe, call 911. [*If information is available*: Confidential coronavirus testing is available throughout the *xxx* County area; more information and testing sites may be found on the *xxx* County health department website at *local health department website or url for list of testing sites*.] Should you or a member of your household who were at the [*time/Mass/ceremony*] on [*date*] receive a positive coronavirus test, please alert the parish office at [*phone #*] so that appropriate action can be taken.

We recognize that this news may generate concern, anxiety, and hesitation for our parishioners, even those who may not have attended the *Mass/ceremony* in question. We encourage everyone to wisely assess their own personal situation and to make decisions that will protect the health of all involved. The coronavirus remains a significant public health risk, and each of us has a responsibility to act safely based upon the most current information on hand. Once more, please recall that the Archbishop has extended the dispensation from the obligation to attend Sunday Mass. We ask that our parish community continue to hold in prayer and solidarity all those suffering with COVID-19, most particularly those within our community.

Sincerely in Christ,

Pastor

Cc: Archdiocese of Baltimore Office of Risk Management