

**Instructions for Using Template Letters for COVID-19 Case and Contact
Notifications that have been Unsuccessful to Initiate by Phone
(ie; letter drop off at doorstep visit)**

See the Word template letters for:

- COVID-19 Case Template Letter
 - COVID-19 Contact Template Letter
1. As usual, if completing letter electronically, adjust office hours and phone number accordingly, populate with individual identifiers and print. Do not save copy with personal health information (no secure folder for personal health information).
 2. Enclose appropriate printed information on either isolation (cases) or self-isolation/quarantine (contacts)
 3. Use WRHA Envelope –add return address
 4. Individually address the envelope
 5. Ensure envelope seal (option small length of clear tape over seal). Stamp with “confidential”
 6. Leave in mailbox.