[insert organization letterhead]

[insert date]

Re: COVID-19 Positive Case

Dear [insert organization name] Participants,

This email is a general email to all participants informing our membership that a positive case of COVID-19 has been diagnosed within the [insert organization name] League. **Those in the affected mini league have been notified with an additional email specific to them. If you do not receive a specific email addressed to your mini league your mini league has not been affected. The facility undertook an extensive deep cleaning [insert date] after receiving notification of the positive case and no participants from the affected mini league have participated in any soccer activities since and their mini league has been shut down for 14 days.**  We are working closely with the Public Health Authority (SHA) to ensure all necessary measures are in place to protect all participants.  COVID-19 is transmitted from person to person large droplets, though a sneeze or cough for example.

[insert organization name] has sent a communication to all those in the affected mini league and (SHA) will be contacting parents/caregivers of those who have been in **close contact** with the case and providing direction. To protect the privacy of the individual, we will not release any personal information, and ask that you respect the privacy of others. The risk of exposure to anyone not considered a close contact is low. We remind all those who will be attending soccer functions to monitor for any signs/symptoms of COVID-19 and remind you that all members are obligated to not attend events in any capacity if they have any symptoms, feeling ill, or has been in contact with someone who is ill. Please refer to the **COVID Screening Checklist located here [insert link to your screening tool or Return to Soccer Plan section]**.

If you or your child has any symptoms of COVID-19, please call the HeathLine at 811, and remain home. If you require medical attention, please call ahead to your health care provider.  If it is an emergency requiring immediate attention please call **911**.

We will continue to provide additional updates to parents/caregivers as it becomes available. For further information on COVID-19 please contact the HealthLine at 811 and/or visit the Saskatchewan Ministry of Health Website at [www.saskatchewan.ca/covid19](https://www.saskatchewan.ca/covid19).

An information sheet about COVID-19 from the Public Health Agency of Canada can be found here: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/about-coronavirus-disease-covid-19.html>.

For more information about self monitoring can be found here: <https://www.saskatchewan.ca/government/health-care-administration-and-provider-resources/treatment-procedures-and-guidelines/emerging-public-health-issues/2019-novel-coronavirus/self-monitoring>.

Sincerely,

[insert organization name]