

Sample Communication to Vendors/Business Partners - Copy & Paste

Good afternoon valued vendor/business partner.

In an effort to protect **[insert center name]** residents and staff from COVID-19, we are asking that visitors and vendors not enter/visit the center for the following reasons:

- Fever greater than 100 degrees
- Cough, sneezing, or flu-like symptoms
- Recent travel to Italy, S. Korea, China, Japan and/or Iran in the past 14 days.

If this is going to inhibit any of the providers rendering services **[insert center name]**, please contact **[insert center point of contact]**.

We appreciate your understanding as we ensure the health and well-being of our residents and staff.