*Sample memo regarding COVID-19 testing (based on original supplied by Hebrew Home at Riverdale, Bronx, NY).*

To: [Organization] Staff

From: [Name/Title]

Date: [Date]

**Re: REVISED Information on Mandatory Weekly COVlD-19 Swabbing of Staff Per NYS Executive Order 202.40**

In compliance with NYS Executive Order 202.40, effective today, Tuesday, June 23, 2020, Hebrew Home at Riverdale is required to conduct COVID-19 testing of all employees **(1) once a week beginning with the Wednesday, June 17, 2020 to Tuesday, June 23, 2020 cycle.**

Departments are to schedule staff to have this mandated test done once every week going forward.

If staff are already scheduled to complete their second swab during the June 17th to June 23rd week, the NYS DOH is encouraging the 2nd test be conducted for this week but it is not required .

**All employees, even if they have already tested positive for COVID-19 and have provided evidence of testing and/or have tested positive for antibodies and have evidence of testing, are REQUIRED TO BE TESTED ONCE A WEEK.**

The COVID-19 Testing Center located in the Goldfine Lower Level continues to conduct testing from 5:30 am - 4:30pm, Monday through Friday.

Your department head will provide you with your scheduled day and time to be tested. Please arrive promptly to the testing area for your scheduled appointment, have your I.D. badge with you and follow the directional signs to comply with social distancing spacing.

If you have any questions, please contact your department head. Thank you.