**A Message From [CU NAME]**

**Temporary Branch Closure of [CU NAME & BRANCH LOCATION]**

[DATE]

On [DATE], [CU NAME] personnel were informed that one of our employees had come in personal contact with an individual who has tested positive for COVID-19. We are taking every precaution possible to protect the health and safety of our employees, members and the communities we serve. Our credit union will be closed on [DATE] to perform a proper cleaning and disinfecting, following the disinfecting guidelines of the Center for Disease Control and Prevention (CDC.) Our entire staff has been sent home and will be quarantined for 14 days, unless the employee who had contact tests negative for COVID-19.

Members can continue to use our [LIST AVAILABLE SERVICE OPTIONS]. Members may also visit us at our [ALTERNATIVE LOCATIONS IF APPLICABLE]. We will reopen [DATE] and return to business as usual.

We apologize for any inconvenience that this may cause, however, the health and safety of those around us remain our first priority. Rest assured that we will be working diligently to continue providing our members and community financial resources that they can count on.

Thank you for your patience and understanding. For any questions or concerns, please contact [NAME & INFO].

[CEO NAME & SIGNATURE]