



[Company] COVID-19 Testing Announcement Email Template

Subject: COVID-19 Testing at [Company]

Body copy:

Dear [eligible participants],

I'm excited to announce that we are partnering with Color to offer our employees a quick and easy way to get tested and share results from COVID-19 testing. Color is a population health testing company that has partnered with universities, municipalities, and companies to run large-scale COVID-19 testing programs.

Before you head to campus, you will need to register and provide some information in advance by visiting [\[color.com/covid/sign-up/start?partner=\[partner\]\]](https://color.com/covid/sign-up/start?partner=[partner]).

When you arrive on campus, you'll head to the testing station to pick up a kit and get tested. Please make sure to carefully review and follow the instructions provided by the test manufacturer in the kit before getting tested. Once your results are ready, you will take your test back to the testing station for the results to be registered in the system.

Testing will be available [once] a week. Our hours of operation are:

- [Mondays from 8am-5pm]
- [Tuesdays from 8am-5pm]
- [Wednesdays from 8am-5pm]
- [Thursdays from 8am-5pm]
- [Fridays from 8am-5pm]

If you fall off schedule, you will be marked as non-compliant and will not be able to return to work until you get your test results.

Thank you for your efforts to keep our community safe and healthy. Please let [implementation team] know if you have any questions.

Best,

[Insert name]



How often do I need to get tested?

- [Insert program details here]

Who will my results be shared with?

- Your results will be shared with [Company] in an effort to keep our office a safe place. You should also follow the instructions from the kit manufacturer on how to report your results to the health authorities.