[DATE]

Dear Patient or Substitute Decision Maker,

Thank you for entrusting your care to our hospital. The health and safety of our patients is our number one priority, and as always, your care team will partner with you and your family to meet your health care needs.

With high COVID-19 rates across Ontario, there are many more people needing hospital care. To make sure we can continue to provide you and other patients with the highest quality and safest care possible, it may be necessary to move you to another hospital that has fewer patients and can better meet your care needs. Hospitals across Ontario are working together to ensure all patients can receive the best care possible.

If we need to move you to another hospital, your care team will have a discussion with you and your family and provide you with more information.

You will only be moved to another hospital if your physician and care team decides that it is safe to do so. They will make sure that the new care team has the information they need to support you before you arrive.

We understand that this may cause you some worry or concern. We will do our best to answer your questions and make sure the move, if required, is as comfortable for you as possible.

Sincerely,

Insert Appropriate Patient Care Services Lead