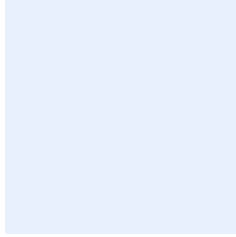


(insert logo)



[Company] COVID-19 Notice to employees

[INSERT DATE]

Dear employee:

This letter is to inform you that you may have been exposed to a coworker who tested positive for Coronavirus (COVID-19) sometime between [INSERT DATE] and [INSERT DATE]. This person is home and will return to work in accordance with CDC guidelines.

If you are sick or have flu-like symptoms, please stay at home and immediately contact your Supervisor to let them know. Next, we recommend you make an appointment with your doctor and ask to be tested for COVID-19.

During your illness period, you are eligible to use your Sick Leave and Vacation Time, and/or apply for a leave of absence in accordance with [Company] policies. You may also be eligible for paid sick leave or extended family and medical leave under the Families First Coronavirus Response Act (FFCRA). Information on the FFCRA can be found here:

https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

If the test is **positive**, please contact [NAME] to seek time off. We also request that you voluntarily disclose the results immediately so that we can take all reasonable steps to prevent further spreading such as cleaning and notifying others whom you may have been in contact with. We will take all reasonable steps to ensure your confidentiality and privacy.

Discrimination or retaliation against any employee who is suspected of having or been exposed to COVID-19, or testing positive is strictly prohibited. [INSERT HR RETALIATION POLICY]

In the meantime, we are taking the following actions to ensure that you return to a safe work environment:

- Cleaning and disinfecting the worksite, including common areas, equipment and other potentially infected areas.
- Minimizing shared equipment between workers; for equipment that must be shared, conducting frequent cleaning between worker use.
- Training workers on safe use of cleaners and disinfectants and provide necessary protective equipment.
- Instituting expanded sick leave policies for employees who need to be excluded due to illness from COVID-19.
- [INSERT OTHER ACTIONS]

If you live with other people or have been in close contact with others, please review the CDC guidance on how to *Prevent the spread of COVID-19 if you are sick*, which can be found at <https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>.

Additional steps you can take to keep yourself and other around you safe from COVID-19 include:

- Review and follow [Company] Exposure Control Plan policies and procedures related to illness, cleaning and disinfecting, face coverings, work meetings and travel. An overview is provided below.
- Stay home if sick, except to get medical care.
- Practice physical distancing by keeping at least 6 feet away from fellow co-workers, customers, and visitors when possible, even when in or around break rooms, bathrooms and/or non-work areas.
- Wear face coverings, especially when social distancing is not possible.

For additional information, please contact [NAME].

Thank you,

Name
Title
Phone
Email

Encl.

SAMPLE

[Company]

COVID-19 Mitigation Practices

[Company] is taking a proactive approach to protect the workplace against potential COVID-19 exposures. The following is a brief summary of the mitigation practices we are implementing:

1. Health & Hygiene:

- a. All employees are required to wash their hands frequently throughout the day. Examples include:
 - i. before and after work.
 - ii. Before and after lunch
 - iii. Before and after breaks
- b. Please also utilize frequent handwashing practice when at home to prevent the potential spread of COVID-19.
- c. Please remember not to touch your face.

2. Sanitation Procedures:

- a. The facility will be sanitized frequently throughout the day.
- b. The sanitation team will be monitoring the facility and will increase the frequency if warranted.

3. Ventilation:

- a. [Company] will continue to monitor air circulation within the facility.
- b. Doors and windows may be opened to increase outside air flow
- c. Air filters will be monitored and replaced as needed

4. Personal Protective Equipment (PPE):

- a. Face coverings are required by all employees during working hours.
- b. We ask that you continue to use your face covering when on breaks and lunch.
- c. Gloves may be required, depending on your department.

5. Physical Distancing:

- a. We will continue implement 6 foot physical distancing practices wherever practical.
- b. Employees are not to congregate in work rooms, break rooms, bathrooms, copier rooms or other areas where employees may socialize.
- c. During lunch and breaks we ask that you maintain physical distancing to prevent the potential spread of COVID-19.

6. Health Screening:

- a. An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home.

7. Limiting Travel:

- a. All nonessential travel should be avoided until further notice.

It is the goal of [Company] to operate effectively and to ensure that all essential services are continuously provided and that employees are protected and remain safe within the workplace.