**CORONAVIRUS EXPOSURE NOTICE**

We have been notified that one of our employees has been diagnosed with the coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus {insert the date which corresponds to two days before the employee began experiencing symptoms/or the last date the employee was at work without symptoms}. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between people who are in close contact with one another (within about 6 feet for 15 minutes or more) through respiratory droplets produced by an infected person.

If you experience symptoms of COVID-19 illness, please inform human resources at [contact information] and contact your health care provider. [Organization name] will keep all medical information and personal identifying information confidential and will only disclose it on a need-to-know basis or as required by law. [Organization name] encourages our employees, volunteers, and vendors to report symptoms related to COVIC-19 illness without fear of reprisal.

Employees affected by this COVID-19 exposure may be eligible for certain benefits, including Family First Coronavirus Response Act leave (FFCRA), [Organization name] provided paid or unpaid time off and workers' compensation benefits. Contact human resources for more information specific to your circumstances.

[Organization name] is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

            [Describe the measures taken, such as disinfecting workspaces, offering telework, etc.]

If an “Outbreak” (3 or more COVID-19 cases in a 14-day period) explain testing options. (If 3 or more cases, employer must provide testing to ALL employees at the exposed workplace without cost to the employee and performed during the employees working hours.)

If a “Major Outbreak” (20 or more COVID-19 cases in a 30-day period) explain testing options (If a “Major Outbreak” has occurred then the employer must provide testing to ALL employees at the exposed workplace at no cost to the employee during the employee’s regular working hours once upon exposure notice and again a week later. Employees who remain at the worksite must be tested at least once a week at not cost to the employee and during their regular working hours.

Remember, employees must take care to wear masks, social distance, and wash hands often. It is also advisable to refrain from congregating in groups of people closer than 6 feet and for loner than 15 minutes. Please try your best to do meetings via zoom or telephone. If you have any questions about these procedures, please contact human resources.