

# Notice of Workplace Exposure to a Communicable Disease

[Date]

Dear **[employee name]**:

Please be advised that we have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at **[location]** may have been exposed to this virus. 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) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform human resources at **[contact information]** and contact your health care provider. **[Company name]** will keep all medical information confidential and will only disclose it on a need-to-know basis.

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

**[Describe the measures taken, such as disinfecting workspaces, notifying building management, offering telework, etc.]**

We ask that you abide by the following federal Centers for Disease Control and Prevention (CDC) guidelines to protect your health and those around you:

- Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

If you, or someone in your household, exhibits COVID-19 related symptoms, please notify **[HR or other/contact info]** so that we may track any potential outbreaks within our company. All such personal information will be maintained confidentially.

You may contact **[HR or other/contact info]** with your questions.

Your health and safety are our main priority. By working together we can help keep each other safe.

Yours,

**[name]**

**[contact information]**