

Notice of Workplace Exposure to a Communicable Disease

The health and safety of our employees is a top concern for [Company Name]. We recently received confirmation that an employee at [Company Name] has been diagnosed with COVID-19. Employees working at [location] may also have been exposed to the 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] immediately, and contact your health care provider. Any medical information shared with [Company Name] will be kept confidential and only disclosed on a need-to-know basis.

[Company name] is taking measures to ensure the safety of our employees during this coronavirus outbreak, including: To best protect the health and safety of our team, [Company Name] will take the following measures, effective immediately:

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

For more information about COVID-19, including symptoms and treatment, visit www.cdc.gov.