

MODEL NOTIFICATION – POSITIVE RESULT IN WORKPLACE - COVID-19

Before You Communicate to the Overall Organization

When an employee tests positive for coronavirus, we must quickly assess risk exposure to the rest of the staff and determine the best next steps.

1. Advise the employee to contact their doctor, self-quarantine, and contact you when symptoms have resolved, and their physician agrees they can return to work. Check-in every now and then to see how they're doing and answer questions.
2. Ask the employee to identify all coworkers, vendors, customers they've had close contact with at least [48 hours prior to onset of symptoms](#). The [CDC](#) defines "close contact" as "a person that has been within six feet of the infected employee for a prolonged period of time" defined as 10-30 minutes. If everyone in your company has been working from home during the last two weeks, this may be unlikely, but you should still ask if the infected person had contact with any coworkers.
3. Alert those who have been in close contact with the employee as soon as possible, repeat the advice given on the [CDC site](#) for their situation and, of course, direct them to their own doctors. The law is clear about [confidentiality](#); you should tell everyone who was possibly exposed at work to the positive employee without revealing that employee's identity. You can expect people in the close contact group to be nervous and ask a lot of questions, especially if it's the first time they are receiving such news. Since several days have passed between their exposure to the COVID-positive colleague, they may ask you if their family is at risk. Don't speculate. Instead, refer them to their own physician and the CDC website. What you can do is reassure them that the company, and you, will be supportive.
4. Strategize an OSHA approved cleaning process, and any other precautions you should put in place to ensure the safety of your workforce, (masks, sanitizers, increased cleaning, spacing of people/shifts, temperature assessments, consideration of close quarters in bathrooms & eating areas, increased remote work availability, etc.).
5. As soon as possible, inform your workforce that an employee has recently been diagnosed with COVID-19. Sample memo here.

Resources:

- **Share with employees, vendors, customers who have been exposed; [CDC guidance based on exposure, for asymptomatic persons exposed to persons with known or suspected COVID-19 or possible COVID-19](#)**
- [OSHA guidance](#) on preparing your workplace
- [Cleaning & disinfecting](#) facilities
- [PRINTABLE FLYERS FOR YOUR WORKPLACE](#)

Date

Customize your opening. Here is a sample:

First, we want to extend our appreciation to this team who has demonstrated tremendous commitment to our business during this difficult time. Please be assured that the health and safety of all our employees, customers, and vendors is always our priority.

Today we want to make you aware that we have recently been notified that an employee of our organization has tested positive for COVID-19. Please be assured that all those that had **been identified as being in close contact** have already been personally notified. The affected employee is self-quarantining in accordance with the public health recommendations, and we wish them well toward a speedy recovery.

We realize this is unsettling news, and want to assure you that we're taking additional precautions to increase the safety of our workplace, including increased sanitizing and cleanings — particularly in high-traffic or common areas — spacing workstations, increasing shifts, increasing remote-work capabilities, temperature assessments, providing masks & gloves, eliminating meals in common areas, and modifying visitor policies.

As a reminder, if you are sick please stay home. Also;

- The virus is transferred via respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Therefore, be sure to practice social distancing, which is allowing a minimum of 6' between you and another person.
- Wash your hands frequently for 20 seconds with warm water and soap. If washing is unavailable use hand sanitizer with 60% alcohol.
- Cover your nose and mouth with a tissue if you cough or sneeze or use your arm.
- If you have a cough, fever, shortness of breath or other flu-like symptoms, stay at home, call your doctor, and don't risk exposing others to illness. Staying home prevents the spread of the virus and minimizes exposing co-workers. Please contact -----for information on our sick leave policies.
- If you have been directly exposed to COVID-19 or have tested positive for the virus, stay home and please contact ----- to discuss our leave policy and other items. We are here for you and have put policies in place to help support you as during a difficult time.
- Please be aware that some people, such as older adults and those with chronic medical conditions, may be at higher risk for severe illness and should take additional precautions.
- Stop handshaking – use other noncontact methods of greeting another person.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads. Consistently disinfect your work area surfaces like doorknobs, tables, desks and alike regularly with anti-viral wipes we've provided.
- Increase ventilation by opening windows where and when possible.
- We will provide training on how to use any protective masks, gloves, clothing or equipment - how to put it on, use/wear it, and take it off correctly.

As the situation continues to unfold, it is important to understand the facts about COVID-19 and to rely on credible sources for news and information. Guidance and any specific requirements for COVID-19



mitigation and response are being provided by authorities such as the U.S. Centers for Disease Control ([CDC](#)).

Should you have questions about this, or anything related to this ongoing situation, please don't hesitate to contact your supervisor, or myself.

Stay well.

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