

MODEL ANNOUNCEMENT TO EMPLOYEES ABOUT POSITIVE TEST

We learned [today] that one of our employees has tested positive for/contracted the novel coronavirus, COVID-19. [Identify the area(s) where and the date(s) when the employee frequently worked].

- If you develop flu or other symptoms including dry cough and fever, please contact your medical provider, and do not come to work. Notify [INSERT COMPANY CONTACT] as soon as possible.
- We cannot identify the employee who tested positive for the virus because of privacy laws. However, we have gathered the names of those employees they worked in close proximity to over the previous 14 days and will ask those employees to stay home from work for the next 14 days.
- The health and well-being of our employees is paramount. Out of an abundance of caution, we are closing the [LOCATION] office on [DATES]. While the office is closed, we will clean and disinfect the [LOCATION] office.
- All [LOCATION] employees with remote work capabilities are expected to work from home while the office is closed. Each employee should consult with their manager for additional instructions. Should you have any questions or concerns, please contact [INSERT COMPANY CONTACT].

You may also check the [CDC COVID-19 website](#) for additional information, and also check the local health department website.

[example: California - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Guidance.aspx>]