

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 that worked in close proximity to over the previous 14 days. Those employees should first consult and follow the advice of their healthcare providers or public health department regarding the length of time to stay at home. If those resources are not available, the employees should remain at home for 14 days after last exposure. If they develop symptoms, they should remain home for at least seven days from the initial onset of the symptoms, and three days without a fever (achieved without medication) and improvement in respiratory symptoms (e.g., cough, shortness of breath).
- 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>]