

Notice of Workplace Exposure to a Communicable Disease

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, offering telework, etc.]

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.