

## Email Template for General Worksite Notification of COVID-19 Positive Employee

### Memorandum

TO:  
FROM:  
RE: Notification of COVID-19 positive test at AGENCY/LOCATION  
DATE:

On **DATE**, **AGENCY** was notified that an employee has tested positive for COVID-19. The employee is based at **FACILITY/LOCATION** and was last in the building on **DATE**.

We understand that you may have questions and want to reassure you that we are committed to supporting our COVID-19 positive colleague and providing all employees timely information and resources. The health and safety of our workforce is our top priority and we are already taking steps to ensure:

- **CLOSE CONTACTS ARE NOTIFIED:** To ensure rapid notification of exposure, any employee(s) identified as a close contact of the infected employee (defined as any employee within six feet of an infected person for a cumulative total of at least 15 minutes in a twenty-four (24) hour period starting two days before illness onset) will be notified by public health authorities. Close contacts are required to self-quarantine for 14 days from their last potential exposure and will not be at the worksite.
- **SELF-QUARANTINE IS SUPPORTED:** State and local county health departments will ensure that any of your co-workers who are required to self-quarantine will receive the medical and social support they need to have a safe environment with access to appropriate resources.
- **WORKSPACES ARE SANITIZED:** Workspaces utilized by the positive employee will be thoroughly cleaned in accordance with CDC Guidance. If you are asked to temporarily vacate your usual workspace, please limit items you take with you as the virus can remain active on surfaces for an extended period.
- **PRIVACY IS PROTECTED:** While medical privacy laws impose strict confidentiality requirements regarding the specific identity of the positive employee, all employees will be given the information they need to protect themselves. If you suspect that you have COVID-19 symptoms, please contact NAME in Human Resources.
- **INFECTION CONTROLS ARE MAINTAINED:** All employees must be vigilant about hygiene, including: not coming to work if you are sick, covering your cough or sneeze (with a sleeve or a tissue), regularly using hand sanitizer, wearing a face covering that covers the nose and mouth, and maintaining social distance of at least six feet from other people.
- **YOU RECEIVE ACCESS TO EAP:** Any employees needing assistance with anxiety or other emotional concerns are encouraged to contact the N.C. Employee Assistance Program (EAP) at 888-298-3907 or 704-717-5295 to speak with an experienced, licensed counselor. This service is free to you and members of your household and completely confidential.
- **YOU KNOW WHERE TO FIND COVID-19 RESOURCES:** Employees are encouraged to get additional COVID-19 information and resources from the N.C. Department of Health and Human Services website at [www.ncdhhs.gov/coronavirus](http://www.ncdhhs.gov/coronavirus)

On behalf of AGENCY, thank you for your patience and understanding as we work through these processes. Our agency is committed to ensuring a safe workplace, offering support and resources to our employees, and providing timely and accurate information about COVID-19. If you have any questions related to this notification or other COVID-19 concerns, please do not hesitate to contact NAME in Human Resources.

During this unprecedented public health emergency, we value and thank you for your continued commitment to serve the people of North Carolina.