**Notice of Workplace Exposure to COVID-19**

Date:

To:

From:

Subject: Notice of Workplace Exposure to COVID-19

We have been notified that one of our employees has been diagnosed with 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 by an infected person.

If you experience symptoms of COVID-19 illness, 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](https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html). Please contact [name and phone number] if you have any further questions.