

COVID-19 Positive Test Notification to Employees

The verbiage below is provided as a sample/template for your Utilities' use. It is provided with permission from Western VA Water Authority. Please modify the template accordingly to fit your needs.

Human Resources was notified that a XXXXXXXXXXXX employee at the XXXXXXXXXXXX received a (presumptively positive diagnosis of Coronavirus/Covid-19) or (diagnosis of Coronavirus/Covid-19 based upon a positive laboratory test). (If the diagnosis was presumptive/not based upon a positive test include a second sentence such as: The diagnosis was based upon symptoms and exclusion of other illnesses because an actual test may not be available for confirmation based upon current testing limitations in the Commonwealth.) The last day the employee worked was on XXXXXXXXXX.

Our concern is for our team member's health and recovery, and the respect of this employee's privacy, but it is important that you know what we have done and will continue to do to keep the workplace safe for all our other employees.

- *(Based upon the positive test diagnosis the employee has entered isolation for a 14 day period) **or alternate** : (Although this employee has not been able to be tested, management and doctors feel that the symptoms presented warrant having this employee stay isolated at home for 14 days.) As noted above, this employee last worked on XXXXXXXX.*
- *Early steps taken by the **(EMPLOYER NAME)** to separate personnel, reduce personnel in any common locations, enhanced cleaning and disinfection of areas and equipment, encouraging regular hand washing or use of hand sanitizers and utilization of appropriate personnel protective equipment for some tasks have been ongoing for some time and will continue.*
- *The area where the employee last worked has undergone additional disinfection once the **(EMPLOYER NAME)** learned of the (presumptive) diagnosis. Based upon work assignment, (we do not believe that any other employees had direct contact with the affected employee) **or** (Employees with exposure or direct contact with the employee have been contacted directly and have entered a 14 day quarantine as a precaution).*
- *We care about our fellow team members, and we want to respect their right to privacy. Therefore, ask that you don't publically share this information. If you have questions or concerns, please contact the Human Resources Department.*
- *In addition to these steps, the **(EMPLOYER NAME)** is implementing the CDC recommendation that all employees will cover their nose and mouth and is in the process of distributing masks to employees.*