

Sample Documentation

“X” = State/Department/Company

Notice of Positive Case Memo

To:

From:

Date:

Subject: Notice of Coronavirus (COVID-19) Positive Case/Mitigation Strategies

“X” was notified on **DATE** that one of our employees has tested positive for the novel coronavirus (COVID-19). The employee worked in the **LIST AREAS AND DATES WHERE THE EMPLOYEE WORKED**.

Due to privacy laws, “X” cannot release the identity of the employee who tested positive. However, HR has assembled a list of names of the “X” employees who worked in close proximity to the positive individual during the previous 14 days. Each of the employees on the list has been notified of possible exposure.

Employees who have been notified by “X” of possible exposure should seek the guidance 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 exposed employees begin to develop symptoms, they should remain home for:

- At least **ten days** from the initial onset of the symptoms; and
- **Three consecutive days without a fever** (must be achieved without the use of fever-reducing medication); and
- **Improvement in respiratory symptoms** (cough, shortness of breath, etc.).

The health and well-being of employees is paramount. Out of an abundance of caution, “X” is closing the **Location** office **Dates of Closure**. While the office is closed, it will be completely cleaned and disinfected.

Any employee who develops symptoms including dry cough and fever, should contact their medical provider and **remain at home**. Employees should not come to work while sick and should notify HR of their symptoms as soon as possible. Employees may also check the [CDC COVID-19 website](#) for additional information and/or consult with the local health department.

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 **Name of “X” Contact**.