



Date:

To: All Agency employees

From: Agency Head

Subject: COVID-19 Exposure Notification

An <Agency> employee has recently tested positive for COVID-19. Agency leadership is currently working with the local health department to facilitate identifying those individuals that may have been in direct prolonged contact with this employee. The employee is currently in isolation as advised by the Virginia Department of Health (VDH). Health department representatives or <Agency HR> will contact those <Agency> employees who need to be assessed as possible contacts and will make further recommendations at that time. We ask that all <Agency> employees thus contacted respond promptly and be fully compliant with health department recommendations.

NOTE: Agency must outline the actions taken as a result of the Exposure (Examples provided):

1. The agency's <central office> location will be in full telework mode until further notice. Employees shall not access the <central office> location until clearance is given from leadership.
2. During this period of telework, a deep-cleaning and disinfecting of our offices, restrooms and shared spaces will be conducted.
3. Everyone should know and implement measures for [preventing illness with COVID-19](#) and be familiar with the Centers for Disease Control and Prevention's guidance associated with COVID-19 control at [work](#) and at [home](#) and implement as appropriate.
4. For stress and anxiety associated with the COVID-19 event and/or this potential exposure, please consider contacting our Employee Assistance provider via the virtual services that are available for employees. For example, LiveCONNECT is a "live chat" service available through the Anthem EAP website. Work/life consultants are available 24/7 to chat about employee personal issues.
5. If you become [symptomatic](#) as defined by the CDC with a fever, shortness of breath, or cough, please reach out to your health care professional for guidance unless you've been specifically asked to contact the health department directly. The



CDC recently released the [Coronavirus Self-Checker](#) to help people make decisions about seeking appropriate medical care. This guidance as provided is not intended for the diagnosis or treatment of COVID-19 or other diseases.

6. If you test positive for COVID-19, please inform your supervisor or Human Resources so we can continue to contain the exposures within our workforce. **All such communications are confidential.**

Please know that we are in regular contact with public health authorities to ensure all employees are aware of the necessary precautions and preventive measures, as well as the steps necessary in the event of a possible exposure. Everyone's best defense is to practice good hygiene (hand washing), safe distancing (handshake free zones), and monitor one's own health. Please look for further information and guidance from <Agency> leadership. For additional information about COVID-19, you may also call the Virginia Health Department at 877-ASK-VDH3.

<Insert a supporting statement regarding agency mission and teamwork for example: Our AGENCY employees share a common commitment to our clients and mission but we are also fully supportive of each other as colleagues and friends. Stay safe, stay strong and remain resolute in your commitment to practice safe hygiene for you and your families.>