Dear [Employee[s]]:

On [Insert Date], [Company Name] was notified that you may have been exposed to an individual with COVID-19 at [Insert Location]. Under California law, [Company Name] must, within one business day of receiving notice of an employee’s potential exposure to COVID-19, provide written notice of such potential exposure. We are working closely with health officials to both monitor the individual and to take precautions to ensure that the workspace has been cleared and is safe for employees and visitors.

In response to this notification of potential exposure, the Company has done the following to ensure the safety of its employees:

* Contacted the CDC and local health organizations to notify them of the potential exposure.
* Isolated and sent home for appropriate medical care the individual suspected of having COVID-19.
* The Company is taking the following steps in accordance with applicable health authority and OSHA recommendations: [List Disinfection and Safety Measures that Will Be Implemented]
* The Company is in the process of identifying whether any other individuals may have been exposed to COVID-19 in the workplace. Please understand that the Company must treat information about such individuals confidentially, and the Company cannot provide specific information about another person’s illness or circumstances. However, the Company has informed appropriate health authorities and is following all guidelines and directives that authorities have issued.
* In light of this potential exposure, we are asking all employees and occupants to vacate and remain away from the workplace for a period of [Insert Time] while we conduct an environmental cleaning. We also ask that all employees continue to follow the guidelines suggested by the CDC to help prevent the spread of COVID-19.

An employee who is potentially exposed to COVID-19 may be entitled to the following benefits:  
  
[List all federal, state, local, and collective-bargaining-agreement (where applicable) benefits for which an employee who potentially is exposed to COVID-19 is eligible, such as workers' compensation, COVID-19-related leave, company sick leave, state-mandated leave, supplemental sick leave, or negotiated leave provisions as well as anti-retaliation, anti-harassment, and anti-discrimination protections.]

[Company Name] will not require employees to disclose medical information unless otherwise required by law. Additionally, [Company Name] will not retaliate against a worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate.

We are all responsible for practicing the preventative steps recommended by the CDC, and your proactive involvement is needed to help prevent the spread of COVID-19. We will continue to closely monitor the situation and provide updates as needed. Should you have any questions, please reach out to the [HR Contact Title].