**Attachment B - Email Template for Worksite Notification to Close Contact of COVID-19 Positive Employee**

Memorandum

TO:

FROM:

RE: Notification of Potential Close Contact of COVID-19 positive person at AGENCY/LOCATION

DATE:

On **(DAY or DATE), AGENCY** was notified that an employee has tested positive for COVID-19. The person was last onsite at (NAME OF AGENCY WORKSITE) on **(DAY or DATE).** You have been identified as a person at this worksite who may have had close contact (within six feet of person for a cumulative total of fifteen minutes or more during a twenty-four hour period) with this individual two days or less before the person had COVID-19 symptoms or provided a positive specimen.

As a result, you should now quarantine for 14 days after last exposure and monitor for COVID-19 symptoms per most recently updated [CDC Guidance Quarantine and Isolation](https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html) and [NC DHHS Non-Health Care Worker Symptom Screening Checklist](https://covid19.ncdhhs.gov/guidance#current-easing-of-restrictions).

Additionally, there are two exceptions to the above quarantine requirements. You do not have to quarantine if you are:

1. Fully vaccinated (at least 2 weeks after getting the second dose in a 2-dose series or one dose of a single-dose vaccine) AND have no COVID-19 symptoms: No quarantine required. Get tested 5-7 days after exposure, even if no symptoms; wear a face covering indoors in public for 14 days following exposure or until test result is negative. Monitor for COVID-19 symptoms and isolate immediately if symptoms develop.

2. Recovered from COVID-19 within the previous 90 days AND have no COVID-19 symptoms: No quarantine required. Wear a mask indoors in public for 14 days after exposure. Monitor for COVID-19 symptoms and isolate immediately if symptoms develop. Consult with a healthcare professional for testing recommendations if new symptoms develop.

* **Workspaces have been sanitized:** Workspaces utilized by the positive employee, including common areas and elevators, will be cleaned as recommended by CDC guidance.
* **Support your colleague’s confidentiality:** Medical privacy laws impose strict confidentiality requirements regarding the specific identity of the positive employee. Please respect this by discouraging supposition or sharing misinformation.
* **Help ensure a safe workspace:** Regularly self-monitor your health for COVID-19 symptoms and do not come to work if you are sick. You are welcome to wear to wear a face covering at all times while onsite.
* **COVID-19 Resources**: All state employees are encouraged to get vaccinated against COVID-19 to protect themselves and others. Accurate and regularly updated information about vaccination and other COVID-19 topics is available from the N.C. Department of Health and Human Services website at <https://covid19.ncdhhs.gov>.
* **Access to EAP**: Any employee needing assistance with anxiety or other emotional concerns is encouraged to contact the N.C. Employee Assistance Program (EAP) at 888-298-3907 or 704-717-5295 to speak with an experienced, licensed counselor. This service is free to you and members of your household and completely confidential.

As a reminder, please perform a [self-screening for COVID-19 symptoms](https://covid19.ncdhhs.gov/about-covid-19/symptoms) prior to starting each workday. If you are ill or experiencing COVID-19 symptoms, please stay at home and notify your supervisor.

If you have not yet been vaccinated or are eligible for a booster, visit [YourSpotYourShot.nc.gov](https://covid19.ncdhhs.gov/vaccines) to find a provider near your home or workplace. Be sure to wear a face covering and practice social distancing to minimize your risk of infection.

Thank you for your patience and understanding as we work through these processes.