**Attachment A – Email Template for General Worksite Notification of COVID-19 Positive Employee**

Memorandum

TO:

FROM:

RE: Notification 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).** While the individual had minimal contact with other onsite employees, we are notifying you as a matter of transparency and to mitigate the spread of incorrect information.

To protect the health and safety of our workforce, please note that:

* **Close contacts**: Any employee(s) identified as a close contact of the infected employee (i.e., anyone within six feet of an infected person for a cumulative total of at least 15 minutes in a 24-hour period two days or less before the person had COVID-19 symptoms or provided a positive specimen) will be notified by agency and/or public health authorities and advised what to do.
* **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.