**REVISED - Email Template for AGENCY Notification of COVID-19 Positive Employee 7.30.21**

Memorandum

TO:

FROM:

RE: Notification of COVID-19 positive test at AGENCY/LOCATION

DATE:

On **(DAY or DATE), AGENCY** was notified that an employee last onsite on **(DAY or DATE)** at the **(NAME OF AGENCY WORKSITE)** has tested positive for COVID-19. While the individual, who was working at **(INSERT MORE SPECIFIC INFORMATION REGARDING AGENCY WORKSITE LOCATION AS APPLICABLE),** 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) will be notified by public health authorities and advised what to do.
* **Workspaces have been sanitized:** Workspaces utilized by the positive employee, including common areas and elevators, have been thoroughly cleaned in accordance with 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.

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