**SAMPLE COVID-19 CALIFORNIA NOTIFICATION LETTER**

This sample notice must be modified for your company and unique situation. This notice was reviewed on September 28, 2020 and is subject to change at any time.

## IMPORTANT: NOTICE MUST BE PROVIDED WITHIN ONE DAY OF THE DATE OF EXPOSURE.

Dear **[employee name/subcontracted employee name/name of exclusive representative]**:

Be advised that **[Company name]** was notified that **[a customer/employee/other]** **[tested positive for/has been diagnosed with/insert circumstances]** COVID-19 on **[MM/DD/YYYY]** and you may have been exposed to the virus. As an immediate response to protect the health and safety of our workforce, we are providing this notice and **[physically excluding you from the workplace/enforcing home quarantine for 14 days/telework option/insert circumstance as applicable]**.

The following COVID-19 related [benefits and options](https://www.dir.ca.gov/dlse/Comparison-COVID-19-Paid-Leave.html) (as applicable) are available to you **[employers must provide specific details about the available benefits and options]**:

* [California Family Rights Act](https://www.dfeh.ca.gov/wp-content/uploads/sites/32/2019/08/DFEH_CFRA_Pamphlet.pdf): Job-Protected Leave
* [California Paid Sick Leave](https://www.dir.ca.gov/dlse/2019-Novel-Coronavirus.htm)
* California COVID-19 Supplemental Paid Sick Leave for [Food Sector](https://www.dir.ca.gov/dlse/COVID-19-Food-Sector-Workers-poster.pdf) and [Non-Food Sector](https://www.dir.ca.gov/dlse/COVID-19-Non-Food-Sector-Employees-poster.pdf) Workers
* Federal Families First Coronavirus Response Act ([FFCRA](https://www.dol.gov/agencies/whd/pandemic/ffcra-employee-paid-leave)):
  + Emergency Paid Family and Medical Leave
  + Emergency Paid Sick Leave
* [Pandemic Unemployment Assistance](https://www.edd.ca.gov/about_edd/coronavirus-2019/pandemic-unemployment-assistance.htm)
* [State Disability Insurance and Paid Family Leave](https://www.edd.ca.gov/about_edd/coronavirus-2019/faqs/disability-paid-family-leave.htm)
* [State Workers’ Compensation](https://www.dir.ca.gov/dwc/Covid-19/)

See also a California Department of Industrial Relations (DIR) [side-by-side comparison](https://www.dir.ca.gov/dlse/Comparison-COVID-19-Paid-Leave.html) of COVID-19 paid leave.

We are also taking the following steps that are compliant with the federal Centers for Disease Control and Prevention (CDC) [disinfecting and safety plan](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html):

* **[Closing off areas used by the person who is sick.]**
* **[Opening outside doors and windows.]**
* **[Waiting 24 hours before cleaning and disinfecting.]**
* **[Cleaning and disinfecting all areas used by the person who is sick.]**
* **[Vacuuming the space, if needed, with HEPA filter, if available.]**
* **[Specific processes, PPE, cleaning chemical, complying with OSHA standards, etc.]**

We also ask you to abide by the following CDC guidelines to protect your health and those around you:

* Wash your hands often with soap and water for at least 20 seconds. Key times to wash your hands include:
  + After blowing your nose, coughing, or sneezing.
  + After using the restroom.
  + Before eating or preparing food.
  + After contact with animals or pets.
  + Before and after providing routine care for another person who needs assistance (e.g., a child).
* If soap and water are not readily available, and your hands are not visibly dirty, a hand sanitizer with at least 60 percent alcohol may be used. Cover all surfaces of your hands and rub them together until they feel dry. If hands are visibly dirty, always wash hands with soap and water.
* Avoid touching your eyes, nose, and mouth with unwashed hands.
* Follow all recommendations provided by the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>.

If you or someone in your household exhibits COVID-19 related symptoms, notify **[HR or other/contact info]** so we may continue to track any potential outbreaks within our company. All such personal information will be maintained confidentially.

Your health and safety are our priority. We are immediately assessing this situation and will contact you by **[insert reasonable date/legally compliant date based on company action]** via **[email/phone]** with any/all relevant workplace notices detailing your rights and protections as our employee.

You may contact **[HR or other/contact info]** with your questions.

These are trying times for us all, and we are here for you.

Yours,

**[name]  
[contact information]**