*Email Subject Line: Notification of Close Contact with COVID-19 Case*

Date

To: Employee

CC: [DisabilityUnit@sonoma-county.org](mailto:DisabilityUnit@sonoma-county.org)

**RE: NOTICE OF CLOSE CONTACT WITH COVID-19 POSITIVE INDIVIDUAL**

On date, [you notified us or we were notified] that you had close contact with a COVID-19 positive individual [in the workplace or outside of the workplace].

Y**ou will not be required to quarantine as long as you remain free of COVID-19 symptoms and take the following actions:**

* Test 3-5 days after the last exposure to the positive case. The date of the last close contact is considered day 0.
* Wear a well-fitting mask around others for 10 days.
* If symptoms develop, stay home from work and get tested.

**If you have COVID-19 symptoms,** get tested, and do not come to work. No-cost testing resources are listed on the Sonoma County Emergency website, [socoemergency.org](https://socoemergency.org/emergency/novel-coronavirus/healthy-body-mind/healthcare-testing/covid-19-testing-in-sonoma-county/), or you can use a home antigen test kit. You are encouraged to test five days after your last date of exposure.

**COVID-19 symptoms are**: Fever of 100.4 degrees Fahrenheit or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea (unless a licensed health care professional determines the person’s symptoms were caused by a known condition other than COVID-19).

**If You Test Positive for COVID-19**: **DO NOT REPORT TO WORK**. N**otify the department contact below, immediately**, as additional contact tracing will be required to establish whether any other employees have been exposed. You will be required to isolate and be excluded from the workplace per Cal/OSHA regulations. We will provide you with additional information regarding your leave and ability to return to the work site.

**Disinfection Protocols and Safety Plan**:

Areas used by the COVID-19-positive individual will be cleaned as outlined on the in County’s *Cleaning and Disinfection Guidance* for Departments, posted on the County’s Employee Resources website: <https://sonomacounty.ca.gov/administrative-support-and-fiscal-services/human-resources/employee-resources/covid-19>

The County continues to work diligently to comply with Cal-OSHA COVID-19 Non-Emergency Standards, Public Health guidance, and CDC guidelines, as employee safety is a top priority. Please contact name/phone number/email if you have questions or need support.

Sincerely,

Department Contact