

**Notice: Workplace Exposure to COVID-19**

*This language, modified as appropriate, can be provided to customers or employees. [[1]](#footnote-1)*

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[Company name] has received information that one of our employees has been [diagnosed/exposed to someone] with the novel coronavirus, also known as COVID-19. As such, employees working at [location] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus may spread among people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes. If you experience symptoms of respiratory illness (fever, coughing or shortness of breath), please inform [human resources/location manager] at [contact information] and contact your health care provider. [Company name] will keep all medical information private and will only disclose it on a need-to-know basis.

[Company name] is taking measures to ensure the safety of our employees during this COVID-19 outbreak, including:

[Describe the measures taken, such as disinfecting workspaces, offering telework, etc.]

[Company name] adheres to OSHA requirements to report workplace illnesses or injuries to OSHA authorities.For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

1. This document is provided solely for informational purposes based on the recommendations of the Occupational Safety and Health Administration (OSHA), the the Centers for Disease Control and Prevention (CDC), and other government agencies engaging in response to COVID-19. It is not to be construed as legal advice or legal guidance. NPGA expressly disclaims any liability associated with the accuracy or content of the information contained in this document. Users should consult government resources for the most complete and current information pertaining to COVID-19 or contact an attorney for any specific advice. [↑](#footnote-ref-1)