**[Instructions: Issue within 1 business day of potential exposure (delete before sending)]**

[To be Placed on District Letterhead]

[Date]

[INSERT CONTRACTOR NAME AND ADDRESS]

Re: Labor Code Section 6409.6 Notice to Employer of Subcontracted

Employees of Potential Exposure to COVID-19

Dear [INSERT CONTRACTOR NAME]:

[INSERT] District (District) hereby notifies you that your employee, working as a subcontractor for District at [INSERT worksite name and address, and specific assigned duty location], may have been exposed to COVID‑19 on [INSERT DATE] (“Exposure Date”). We strongly encourage your employee to obtain COVID-19 testing.

District received notice that a qualifying person as defined under Labor Code section 6409.6 was physically present at District’s worksite within one business day of the date of this notice. Based on District’s review of staffing assignments and schedules for [INSERT DATE], it has been determined that your employee may have been exposed to the qualifying person during the infectious period for COVID‑19. Please be advised that District is prohibited by law from disclosing the identity of the qualifying person in this notice.

You are hereby advised pursuant to District’s school reopening plan, developed based on current public health and safety guidance, that it is recommended that your employee quarantine for a period of [INSERT] days from the Exposure Date. Your employee will not be permitted to work on a subcontracted basis at District’s worksite for a minimum period of [INSERT] days from the Exposure Date.

Notice of Disinfection and Safety Plan

District will implement its current COVID-19 disinfection protocols and safety plan to prevent further exposures as required under the California Department of Public Health guidance for Responding to COVID‑19 in the Workplace.[[1]](#footnote-1) District will perform ongoing enhanced cleaning/disinfection of work areas when a worker with COVID-19 is identified, following the recommendations from the Centers for Disease Control and Prevention:

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

District’s disinfection protocols and safety plan is posted on the District website as part of its reopening plan.

Notice to Local Health Department

Please be advised District is obligated to give notice to the local health department within the jurisdiction of the worksite within 48 hours of an “outbreak” at a worksite. The specific requirements of District’s duty to provide notice to the local health department of an outbreak are listed in Labor Code section 6409.6.

District will contact you to provide additional information regarding this matter as needed. Please contact the District’s designated COVID-19 positive case contact at [INSERT NAME and Telephone, email] with any questions or concerns.

Sincerely,

[INSERT Name]

[INSERT TITLE]

[INSERT DISTRICT]

1. <https://files.covid19.ca.gov/pdf/responding-to-covid19-workplace--en.pdf> [↑](#footnote-ref-1)