**[Instructions: Issue within 48 hours of outbreak (delete before sending)]**

[To be Placed on District Letterhead]

[Date]

[Name and address of

County Public Health Department]

Re: Labor Code section 6409.6 Employer Notice to Local

Health Department of Worksite Outbreak

 Worksite Name: [INSERT]

Business Address: [INSERT]

NAIC Code: 611110 (Elementary and Secondary Schools)

Dear [INSERT County] Health Department:

[INSERT] District (District) hereby notifies the local health department in the jurisdiction of the above referenced worksite of a COVID-19 outbreak as required by Labor Code section 6409.6. District makes this notice based on the determination that there have been at least three COVID-19 cases among workers at this worksite within a 14-day period. This notice must be provided within 48 hours of District’s confirmation of an outbreak at this worksite. Below is the required information regarding the qualifying individuals connected with this worksite outbreak:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Number | Job Title | Date of Illness | Qualifying Basis[[1]](#footnote-1) | Worksite Address | Specific Location of Duty |
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District will continue to provide notice to this agency of any subsequent laboratory-confirmed cases of COVID-19 at this worksite until such time as it is directed to stop by your agency.

All notices on behalf of District will be provided by District’s designated COVID-19 positive case contact, [INSERT NAME, telephone, and email]. Your agency may contact District’s positive case contact for all inquiries related to this notice.

Sincerely,

[INSERT Name]

[INSERT TITLE]

[INSERT DISTRICT]

1. Qualifying Basis Categories: (A) a laboratory–confirmed case of COVID-19, as defined by the State Department of Public Health; (B) a positive COVID-19 diagnosis from a licensed health care provider; (C) a COVID-19 related order to isolate provided by a public health official; (D) died due to COVID-19, in the determination of a county public health department or per inclusion in the COVID-19 statistics of a county. [↑](#footnote-ref-1)