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

**[To be Placed on District Letterhead]**

**[Date]**

**[INSERT NAME AND ADDRESS]**

**[JOB TITLE]**

Re: Employer Notice to Employee of Exposure to COVID-19 at Worksite

Dear **[INSERT]**:

**[INSERT]** District (District) is notifying you that it has determined that a COVID-19 case was present on **[INSERT DATE]** (“Exposure Date”) at [**INSERT worksite name and address and, specific assigned duty location]**. Based on District’s review of staffing assignments and schedules for **[INSERT DATE]**, it was determined that you were present at the same worksite at the same time as the COVID-19 case. Please be advised that District is prohibited by law from disclosing the identity of the COVID-19 case in this notice.

Under the Cal/OSHA COVID-19 Emergency Temporary Standards (ETS), you are advised that all District employees, regardless of vaccination status, previous infection, or lack of symptoms must adhere to the following requirements:

**Exclusion Requirements for Employees who Test Positive for COVID-19**

Any employee who tests positive for COVID-19 must be excluded from the workplace for a minimum of 5 days.

Employees who test positive may end exclusion from the workplace after day 5 if symptoms are not present or are resolving ***and*** a diagnostic specimen collected on day 5 or later is negative. Employees who return to work after day 5 will be required to wear face coverings for a total of 10 days from the positive test in all indoor and outdoor school settings.

Employees whose symptoms, other than fever, are not resolving may not return to work until their symptoms are resolving or until after day 10 from the positive test. Employees experiencing a fever must remain excluded from the workplace until the fever resolves.

Employees who test positive but do not undergo testing on day 5 and do not have symptoms or whose symptoms (other than a fever) are resolving, may end exclusion from the workplace after day 10.

**Employees Who Are Exposed to Someone with COVID-19**

Exposed employees will be provided testing[[1]](#footnote-1) on day 5 after exposure. Employees may contact **[INSERT]** for information on how to get tested.

**Quarantine Required**

**Unvaccinated employees, or symptomatic employees who are vaccinated and booster-eligible, but have not yet received a booster dose** will be excluded from the workplace for a minimum of 5 days after their exposure to a person with COVID-19.

An exposed employee may be permitted to return to the workplace if the employee does not have symptoms **and** a diagnostic specimen collected after day 5 or later is negative. Employees returning after day 5 will be required to wear face coverings for a total of 10 days from the exposure in all indoor and outdoor school settings.

If an exposed employee is unable or chooses not to test on day 5 and does not have symptoms, the employee may return to the workplace after day 10 from exposure.

If an exposed employee develops symptoms they will be excluded from the workplace as outlined above. An exposed employee who tests positive must follow the requirements for employees who test positive outlined above.

**No Quarantine Required**

**Employees who have received a booster, or are vaccinated but not yet booster-eligible** will not be required to quarantine if they test on day 5 after exposure and have a negative result. Employees must continue to wear face coverings for a total of 10 days after exposure in all indoor and outdoor school settings.

If an employee tests positive on day 5 after exposure they will be required to follow the requirements for employees who test positive outlined above.

**Asymptomatic Exposed Employees Who are Vaccinated and Booster-Eligible, but have not yet Received a Booster Dose**

Employees who are vaccinated and booster-eligible, but have not yet received their booster dose, who are exposed to COVID-19 but remain asymptomatic, will not be required to quarantine out of the workplace if they obtain a negative test within 3-5 days after the last exposure. These employees must wear a face covering in all indoor and outdoor school settings for a total of 10 days from exposure and remain symptom free. If an employee develops symptoms they will be excluded from the workplace as outlined above.

Notice of Eligibility to Access Leave Benefits

You may be entitled to receive benefits in one or more of the following categories:

* worker’s compensation benefits;
* COVID-19-related leave;
* sick leave;
* extended sick leave;
* supplemental sick leave; and
* state mandated leaves.

The leave benefits listed above are a general reference. There may be additional negotiated leave benefits available to you pursuant to the contract between District and your exclusive representative. [District may reference and attach with this notice information on benefits employees may be entitled to receive due to a potential exposure to COVID-19.]

Notice of District’s Anti-Retaliation and Anti-Discrimination Policy

Attached to this notice are District’s anti-retaliation and anti-discrimination policies. These policies protect employees from adverse employment actions and treatment related to this exposure. District will not retaliate against a worker for disclosing a positive COVID-19 test or diagnosis. Workers who believe they have been retaliated against in violation of law may file a complaint with the California Division of Labor Standards Enforcement.

Notice of Disinfection and Safety Plan

District will implement its current COVID-19 disinfection protocols and safety plan outlined in its COVID-19 Prevention Program (CPP) posted on District’s website.

Employer Notice to Exclusive Representative

Pursuant to Labor Code section 6409.6, District is required to provide notice of your exposure to COVID‑19, and the benefits available related to the exposure, to both you and your exclusive representative, if any. The specific details provided in this notice regarding your exposure to COVID‑19 conform to California Division of Occupational Safety and Health Form 300.

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

Sincerely,

**[INSERT Name]**

**[INSERT TITLE]**

**[INSERT DISTRICT]**

[Attachments]

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

**[To be Placed on District Letterhead]**

**[Date]**

**[INSERT NAME AND ADDRESS]**

**[JOB TITLE]**

Re: Employer Notice to Employee’s Exclusive Representative

of Exposure to COVID-19

**[Member Name]**

Dear **[INSERT]**:

**[INSERT]** District (District) is notifying you that the above-reference member was exposed to a COVID-19 case on **[INSERT DATE]** (“Exposure Date”) at [**INSERT worksite name and address and, specific assigned duty location]**. Based on District’s review of staffing assignments and schedules for **[INSERT DATE]**, it was determined that the above-refenced member was present at the same worksite at the same time as the COVID-19 case. Please be advised that District is prohibited by law from disclosing the identity of the COVID-19 case in this notice.

Under the Cal/OSHA COVID-19 Emergency Temporary Standards (ETS), you are advised that all District employees, regardless of vaccination status, previous infection, or lack of symptoms must adhere to the following requirements:

Under the Cal/OSHA COVID-19 ETS, District is required to provide you this notice as the member’s exclusive representative. District advised the above-referenced member as follows:

**Exclusion Requirements for Employees who Test Positive for COVID-19**

Any employee who tests positive for COVID-19 must be excluded from the workplace for a minimum of 5 days.

Employees who test positive may end exclusion from the workplace after day 5 if symptoms are not present or are resolving ***and*** a diagnostic specimen collected on day 5 or later is negative. Employees who return to work after day 5 will be required to wear face coverings for a total of 10 days from the positive test in all indoor and outdoor school settings.

Employees whose symptoms, other than fever, are not resolving may not return to work until their symptoms are resolving or until after day 10 from the positive test. Employees experiencing a fever must remain excluded from the workplace until the fever resolves.

Employees who test positive but do not undergo testing on day 5 and do not have symptoms or whose symptoms (other than a fever) are resolving, may end exclusion from the workplace after day 10.

**Employees Who Are Exposed to Someone with COVID-19**

Exposed employees will be provided testing[[2]](#footnote-2) on day 5 after exposure. Employees may contact **[INSERT]** for information on how to get tested.

**Quarantine Required**

**Unvaccinated employees, or symptomatic employees who are vaccinated and booster-eligible, but have not yet received a booster dose** will be excluded from the workplace for a minimum of 5 days after their exposure to a person with COVID-19.

An exposed employee may be permitted to return to the workplace if the employee does not have symptoms **and** a diagnostic specimen collected after day 5 or later is negative. Employees returning after day 5 will be required to wear face coverings for a total of 10 days from the exposure in all indoor and outdoor school settings.

If an exposed employee is unable or chooses not to test on day 5 and does not have symptoms, the employee may return to the workplace after day 10 from exposure.

If an exposed employee develops symptoms they will be excluded from the workplace as outlined above. An exposed employee who tests positive must follow the requirements for employees who test positive outlined above.

**No Quarantine Required**

**Employees who have received a booster, or are vaccinated but not yet booster-eligible** will not be required to quarantine if they test on day 5 after exposure and have a negative result. Employees must continue to wear face coverings for a total of 10 days after exposure in all indoor and outdoor school settings.

If an employee tests positive on day 5 after exposure they will be required to follow the requirements for employees who test positive outlined above.

**Asymptomatic Exposed Employees Who are Vaccinated and Booster-Eligible, but have not yet Received a Booster Dose**

Employees who are vaccinated and booster-eligible, but have not yet received their booster dose, who are exposed to COVID-19 but remain asymptomatic, will not be required to quarantine out of the workplace if they obtain a negative test within 3-5 days after the last exposure. These employees must wear a face covering in all indoor and outdoor school settings for a total of 10 days from exposure and remain symptom free. If an employee develops symptoms they will be excluded from the workplace as outlined above.

Notice of Eligibility to Access Leave Benefits

Unit members may be entitled to receive benefits in one or more of the following categories:

* worker’s compensation benefits;
* COVID-19-related leave;
* sick leave;
* extended sick leave;
* supplemental sick leave; and
* state mandated leave.

The leave benefits listed above are a general reference. There may be additional negotiated leave benefits available to your unit member pursuant to the contract between District and the labor organization. [District may reference and attach with this notice information on benefits employees may be entitled to receive due to a potential exposure to COVID-19.]

Notice of District’s Anti-Retaliation and Anti-Discrimination Policy

Attached to this notice are District’s anti-retaliation and anti-discrimination policies. These policies protect employees from adverse employment actions and treatment related to this potential exposure. District will not retaliate against a worker for disclosing a positive COVID-19 test or diagnosis. Workers who believe they have been retaliated against in violation of law may file a complaint with the California Division of Labor Standards Enforcement.

Notice of Disinfection and Safety Plan

District will implement its current COVID-19 disinfection protocols and safety outlined in its COVID-19 Prevention Program (CPP) posted on District’s website.

Employer Notice to Exclusive Representative

Pursuant to Labor Code section 6409.6, District is required to provide notice of your member’s exposure to COVID‑19, and the benefits available related to the exposure, to both the unit member and you as their exclusive representative. The specific details provided in this notice regarding the potential exposure to COVID‑19 conform to California Division of Occupational Safety and Health Form 300.

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

Sincerely,

**[INSERT Name]**

**[INSERT TITLE]**

**[INSERT DISTRICT]**

[Attachments]

1. COVID-19 antigen test is the preferred method for testing. [↑](#footnote-ref-1)
2. COVID-19 antigen test is the preferred method for testing. [↑](#footnote-ref-2)