**NOTICE OF POTENTIAL WORKPLACE EXPOSURE   
TO COVID-19 FOR CONTRACTORS**

**Date:** **[Insert Date]**

**To: [Name of Company]**

**From: [Name of Department Head]**

**Subject: Notification of Positive COVID-19 Case to Contractors**

The County has been notified that an individual infected with COVID-19 was recently present at a work location you may have accessed. **If your employees were determined to have been in close contact[[1]](#footnote-1)** with this individual, you will receive a subsequent notification from the County and/or public health.

The County has have developed a COVID-19 Prevention Program that outlines efforts in identifying, evaluating, and correcting COVID-19 hazards. We also take the necessary steps to prevent the spread of COVID-19 through the use of face coverings, physical distancing, the use of barriers, ventilation improvements, and promoting good hand hygiene. Beyond these measures, each facility has implemented specific cleaning and disinfection practices to protect everyone in the workplace.

In addition to the information included in the program, the County ensures the safety of everyone in the workplace by promptly responding to COVID-19 cases by conducting contact tracing to notify individuals that may have had a COVID-19 exposure, cleaning/disinfecting all affected areas, and following Cal/OSHA and the local health department requirements to exclude COVID-19 cases and anyone with a symptomatic exposure from the workplace for the prescribed times.

Sincerely,

[Your name/contact information]

1. An individual is considered to have had close contact with a positive case if, during the positive case’s infectious period,

   1. an individual shared the same indoor airspace for a cumulative total of 15 minutes or longer over a 24-hour period, irrespective of whether a face covering was worn if the exposure occurred in an indoor space with 400,000 or fewer cubic feet per floor; **OR**
   2. an individual was within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period if the exposure occurred in a large indoor space greater than 400,000 cubic feet per floor.

   Spaces that are separated by floor-to-ceiling walls are considered distinct indoor airspaces. [↑](#footnote-ref-1)