Date

**Notice of Workplace Exposure to a Communicable Disease**

We have been notified that one of our employees has been diagnosed with the novel coronavirus, also known as COVID-19. As such, employees working at [location, include physical address] may have been exposed to this virus. According to the Centers for Disease Control and Prevention (CDC), the virus is thought to spread mainly between 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 the [insert name of Site Manager or Pastor] at [phone number of Site Manager or Pastor] and contact your health care provider. The Diocese of Sacramento will keep all medical information confidential and will only disclose it on a need-to-know basis.

The Diocese of Sacramento is taking measures to ensure the safety of our employees during this coronavirus outbreak, including:

* Limiting the number of employees working on-site at a given time.
* Allowing employees who are at higher risk for infection to work from home when possible.
* Conducting Daily Wellness Screening.
* Requiring the use of a face coverings in all common areas or where 6 feet of social distancing.
* Cleaning and disinfecting of frequently touched objects in the work area, bathrooms, and kitchen areas.
* Workplace Modifications regarding visitors and meetings held on site.

Employees may be eligible for the following benefits due to a COVID-19 exposure:

* Workers’ Compensation Claim
* Emergency Paid Sick Leave
* Emergency Leave of Absence
* Medical Leave of Absence
* Use of accrued sick and vacation hours

For more information on COVID-19, including symptoms and treatment, visit the CDC website at [www.cdc.gov](http://www.cdc.gov).

If you have any further questions or concerns please contact the Office of Lay Personnel.