

COVID-19 Employee Notification Language

Updated: 6.30.2020

Supervisors shall avoid disclosing information that violates individual employee rights regarding confidential medical information.

It has come to our attention that a [_____ agency _____] employee who works in the [division/office] has tested positive, or presumed by a doctor to be positive, for the 2019 Novel Coronavirus (COVID-19). In accordance with agency protocols, this employee will not be physically reporting to work at this time.

[CHOOSE ONE]

[Option A: For employees that HAD CLOSE PROXIMITY exposure to an affected employee]

Your health, and the health of your family and coworkers, are of the utmost importance. It is our understanding that you have been, or may have been, within 6 feet of the affected employee for more than 15 minutes. Agency protocols indicate that an employee who was in close contact to a known carrier of COVID-19 while the infected individual was contagious return home and quarantine themselves for a period of 14 days. During this quarantine period, you have the option to either use leave (sick, annual or comp time) or telecommute, regardless of your work function. We recommend that you contact your healthcare provider for any additional guidance.

If you become sick with COVID-19 symptoms during this quarantine period, please contact your supervisor immediately so that any necessary precautions can be taken. In addition, if you begin to feel sick, seek evaluation through one of the telehealth options available on the DHEC COVID-19 webpage (www.scdhec.gov/covid19) or from your healthcare provider via telephone or get tested at one of the COVID-19 [testing sites](#) or [mobile testing sites](#). Let the provider evaluating you know that you have been exposed to someone with COVID-19.

OR

[Option B: For employees who MAY HAVE exposure to an affected employee but were not close contacts]

Your health, and the health of your family and coworkers, are of the utmost importance. You were not identified to have been within 6 ft. of the affected employee for more than 15 minutes during their contagious period, so your risk from potential exposure is lower than that for close contacts. It is recommended that you take your temperature and assess yourself for symptoms twice a day. DHEC has created a monitoring worksheet which you may find helpful. You may continue to report to work as long as you do not feel sick.

If you become sick with COVID-19 symptoms during this 14-day period, please contact your supervisor immediately so that further precautions can be taken with regard to those employees who may have had recent close contact with you. In addition, if you begin to feel sick, seek evaluation through one of the telehealth options available on the DHEC COVID-19 webpage (www.scdhec.gov/covid19) or from your healthcare provider via telephone or get tested at one of the COVID-19 [testing sites](#) or [mobile testing sites](#). Let the provider evaluating know that you may have been exposed to someone with COVID-19.

Include in both notices:

It is important to understand the difference between quarantine and isolation. A person who has been exposed, but who is not yet sick, is asked to quarantine. A person who has tested positive, or presumed by a doctor to be positive, for COVID-19, is asked to isolate.

Relevant DHEC guidelines for quarantine are as follows:

1. You should not leave the quarantine location at any time, unless there is a medical emergency or requested by your healthcare provider.
2. If you or anyone in your quarantine location requires emergency medical treatment for any conditions, you should call 911 for an ambulance. If you call 911, immediately tell the 911 operator that you are in quarantine due to COVID-19.
3. You should avoid contact with anyone outside the home.
4. You should avoid contact with individuals in your home as much as possible and maintain good personal hygiene at all times. If contacted by DHEC, follow all directions provided to you by DHEC to help prevent disease transmission.

Please note that DHEC investigates potential COVID-19 exposures and may contact you. If so, please follow whatever additional recommendations DHEC offers.

This is a rapidly evolving situation and we understand how difficult this is. We want everyone to stay healthy and safe, and we urge you to follow the DHEC guidelines listed above for the protection of yourself, your family and others.

For additional information, rely on trusted sources of information such as South Carolina Department of Health and Environmental Control (DHEC) <https://www.scdhec.gov/> or the Centers for Disease Control and Prevention (CDC) <https://www.cdc.gov/> websites.