**Sample Letter for Businesses when an Employee is positive for COVID**

The Department of Labor Standards encourages employers to inform employees when a co-worker test positive with COVID-19. Communication with employees will reduce anxiety and help employees cooperate with COVID-19 safety protocols. This sample letter can be used as a template to inform employees about a coworker or customer who is COVID-19 positive.

Date

Dear Employees:

I am writing to share with you that one of your co-workers/customers has tested positive for COVID-19. I understand that you may be nervous about this, and whether you are also at risk for being positive. Many of us have underlying risk factors or live with someone who does.

Employee medical information is confidential, so we are not able to share the employee’s name with you. The employee’s last workday in the building was \_\_\_\_\_(date)\_\_\_\_\_, and they were located in the \_\_\_\_\_\_\_\_\_(area /department)\_\_\_\_\_\_\_\_\_\_\_. We thank this individual for letting us know, so that we can work with the Local Board of Health to identify close contacts.

We have taken the following steps to protect employees and customers (select only those that apply):

**Pre-shift Symptom Screening**

We conducted symptom/contact screening before each shift to identify persons who may be positive with COVID-19. The employee did not report to work when they first noticed symptoms or after they tested positive.

**Contact Tracing**

We notified the Local Board of Health when we learned that the employee was positive for COVID-19 and provided staffing information so that contact tracing can be conducted. The Local Board of Health will identify co-workers who are considered close contacts and give instructions for quarantine.

**Cleaning and Disinfection**

The work area where the employee was located was cleaned and disinfected per CDC guidelines. We have also cleaned restrooms and other common areas that the employee may have frequented.

**COVID-19 Safety Protocols**

We are closely adhering to the safety protocols including face coverings, physical distancing, and cleaning that are outlined in the Massachusetts COVID-19 safety standards. We will be evaluating our work areas and procedures to determine if COVID-19 safety improvements can be made.

**Return to Work**

We will work with the Local Board of Health and follow guidance from the Massachusetts Department of Public Health to ensure that the employee has recovered before they return to work. Likewise, we will work with employees who have been instructed to quarantine to ensure it is safe for them to return.

Thank you for your help in following COVID-19 safety requirements. Our cooperation will help us navigate the difficulties that the pandemic has caused each of us over the past months.

Sincerely,

Business Owner/Director