



## **City of Alameda • California**

Date:

To:

We are writing to inform you that some of our employees may have been exposed to COVID-19 during the course of their work. A person who has either tested positive or otherwise been diagnosed with COVID-19 or a person who is subject to a public health isolation order resulting from COVID-19 or a person who has since died of COVID-19 was on the Name of Entity's premises during the time period of enter the 14-day infectious period stating the beginning and ending dates, and at some point during this period, employee(s) may have come into contact with this person. As a result, they may have been exposed to COVID-19.

The notification includes exposure information, testing and quarantine requirements, related benefit options, retaliation and discrimination protections, and our disinfection and safety plan protocols. Attached is a copy of the notification to employees.

In addition, we are attaching a list of the employee(s) who received the notification of potential exposure. If you have any questions about this notification, please contact insert appropriate contact.

Attachments: Workforce Notifications