**INDUSTRY SAMPLE NOTIFICATION   
TO SUBCONTRACTOR EMPLOYER OF POTENTIALLY EXPOSED EMPLOYEE(S)**

**COMPANY LETTERHEAD**

To: [NAME OF SUBCONTRACTOR] Date: [ ]

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

[COMPANY’S NAME] has been notified that an individual who has tested positive for COVID-19 was present at the worksite located at [ADDRESS & LOCATION OF EXPOSED WORKSITE]. The infectious period for the positive cases starts 48 hours before symptoms appear or a positive test is taken and continues for at least 10 days thereafter. This positive case was present on the worksite during the infectious period on the following days: [ ].

**Close Contact:** Per Cal/OSHA’s COVID-19 Emergency Standard (Tile 8, Section 3205), a COVID-19 exposure is defined as being within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping with the “high-risk exposure period”. This definition applies regardless of the use of face coverings. [COMPANY’S NAME] has investigated the facts to determine who, if anyone, is considered to have been exposed.

**Potential Exposure:** You are receiving this notice per Labor Code Sections 6409.6(a)(1) and 6409.6(a)(4) because employees of your company were present at the worksite during the same time period as the positive COVID-19 case. Please ensure you follow any reporting requirements you may have to your employees and/or subcontractors under Labor Code Section 6409.6.

**Worksite Protection and Sanitation***:* [COMPANY’S NAME] COVID-19 Protection Plan is available from the [SAFETY DIRECTOR]. [HUMAN RESOURCES DIRECTOR], or [EMPLOYEES SUPERVISOR]. Attached is a copy of the disinfection and safety plan that we plan to implement and complete per the guidelines of the federal Centers for Disease Control. (Attachment 1).

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

Signed: [SIGNATURE]

**Attachment 1: Sanitation Plan**

*Attach Your Company’s Worksite Sanitation Plan*