



Cowlitz County Health & Human Services Department

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Sample Communication: Preparing for COVID-19 in the workplace

It is a fact of life that everyone gets sick and has to take a "sick day" at some point. With the ongoing COVID-19 pandemic, we may even find that we need to see our healthcare provider and get tested for COVID-19.

You may be wondering, and may even be a little scared that you could be exposed or be considered a close contact to someone that has COVID-19. It is important for you to know the definition of a "close contact". A close contact is *"Someone who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset. For asymptomatic patients (patients with no symptoms), this time starts 2 days prior to specimen collection, until the time the patient is isolated."*

While we cannot release the names of staff members that get tested or test positive, we would be quick to identify who would be considered close contacts of this employee and ask them to self-quarantine for the necessary amount of time.

This is an unfortunate reminder to the fact that COVID-19 is real and could affect any one of us at any time. This is the time for all of us to be vigilant about our own health and safety:

- **Stay home if you are sick.** Here is a list of symptoms of COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- **Maintain six feet of distance from others.** Cloth face coverings are not a substitution for the 6 foot of social distancing we should be practicing.
- **Practice frequent hand washing and respiratory etiquette.**

Please remember to be respectful and sensitive to the fact that one of our staff members could get sick. It could happen to anyone of us and we should all exercise compassion towards our fellow staff members.

If you have any questions or concerns, please contact _____.

Thank you in advance for your cooperation and understanding.

Updated September 22, 2021