



Cowlitz County Health & Human Services Department

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Board of County Commissioners

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Sample Communication: Employee Tests Positive for COVID-19

We are sorry to notify you that we have had a staff member test positive for COVID-19.

You may be wondering, and may even be scared that you may have been exposed and may be considered a close contact. 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 name of the staff member that tested positive, we can tell you that we have already identified who would be considered close contacts, contacted them, and asked them to self-quarantine for the necessary amount of time as requested by the Cowlitz County Health Officer.

This is an unfortunate reminder to the fact that COVID-19 is real and could affect any one of us at anytime. 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 is sick. It could be anyone of us and we should all exercise compassion towards our fellow employees.

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

Thank you in advance for your cooperation and understanding.

Updated September 22, 2021