

(Type on your company letterhead)

Date

NOTICE OF POTENTIAL WORKPLACE EXPOSURE TO COVID-19

To All Subcontractors on XYZ Co., Inc.'s _____ Jobsite:

XYZ Co., Inc. ("XYZ") has been notified that an individual infected with COVID-19 was present at the jobsite. Therefore, your employees may have been exposed to this virus. This person was last present at the jobsite on _____.

Attached is a copy of the Disinfection Protocols and Safety Plan XYZ intends to implement and complete per the guidelines of the federal Centers for Disease Control ("CDC").

According to the CDC, the COVID-19 virus is thought to spread mainly between people who are in close or "direct" contact with one another through respiratory droplets produced when an infected person coughs or sneezes. Close or direct contact is generally intended to mean within about 6 feet for a period of 15 consecutive minutes or more with the subject employee.

For more information on COVID-19, including symptoms and treatment, visit the CDC website at www.cdc.gov.