

## Example Communications for Agencies

We have received information that an employee of [AGENCY] has tested positive for COVID-19. The employee [was/was not] telecommuting prior to the positive test result. The employee last reported to work on [DATE] and [LOCATION]. (DO NOT INCLUDE THIS INFORMATION IF IT WOULD IDENTIFY THE EMPLOYEE). Employee health information is considered confidential and cannot be disclosed by the agency. Employees receiving this notice should respect the privacy of his/her co-workers by refraining from discussing this protected health information with anyone other than Human Resources and legal.

Individuals may be sick with COVID-19 between 1 and 14 days prior to developing symptoms. The most common symptoms of COVID-19 are fever, fatigue, and cough/shortness of breath. If you think you are sick, please stay home and contact your medical provider.

If it is determined by public health officials that the individual who tested positive may have exposed others, public health officials will contact those individuals directly and require them to self-isolate/monitor.

Please remember that the [Employee Assistance Program \(EAP\)](#) is available as a confidential resource for employees.

For additional information, rely on trusted sources of information like the State of Idaho's COVID-19 website and the Centers for Disease Control. If you have specific questions that cannot be answered by these resources, you can call 2-1-1 or your [local public health district](#).

If you have any questions or concerns, please contact your supervisor or HR representative.