[Insert Date]

[Insert Union Rep Info]

**NOTICE TO EMPLOYEE REPRESENTATIVE**

**OF CONFIRMED CASE OF COVID-19 EMPLOYEE**

This notice is being provided to you as a representative of employee(s) who is a confirmed case of COVID-19, who works at the [insert department name]. Specific information regarding the confirmed case of COVID-19, as required by Labor Code Section 6409.6(g), is disclosed at the end of this Notice.

We are committed to maintaining a safe workplace for our employees, which includes prohibiting discrimination, harassment and retaliation of any kind in accordance with state and federal laws. As a matter of County policy, we do not tolerate harassment or retaliation against any worker for disclosing a positive COVID-19 test or diagnosis or order to quarantine or isolate, for raising any related concerns, or for raising concerns about workplace safety or employee health. Employees who feel they have been retaliated or discriminated against should contact [list contact].

**Confirmed case of COVID-19 Disclosure[[1]](#footnote-1)**

Notice has been provided to you, as the employee presentative, of the presence of a confirmed case of COVID-19 at a worksite where employees you represent were performing work for [enter department name]. Pursuant to Labor Code Section 6409.6(g), the following information is provided regarding the confirmed case of COVID-19 to the extent it is applicable and known to the Department:

Date of onset of illness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location(s) where the confirmed case of COVID-19 worked: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated number of days employee will be away from work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*The following should be provided to the union representative that the confirmed case of COVID-19 is a member of. Do not provide the following information to any other union representative.*

|  |  |
| --- | --- |
| Employee Name | Employee Job Title |
|  |  |
|  |  |
|  |  |

1. Attention: This section contains information relating to employee health and must be used in a manner that protects the confidentiality of employees to the extent possible. [↑](#footnote-ref-1)