

**IF EMPLOYEE SYMPTOMATIC BUT NOT CONFIRMED COLUMN C PROTOCOL**

[TO EMPLOYEE]

Recently one of our employees notified their supervisor of their development of COVID-19 symptoms. In accordance with the *District's Protocol for Responding to a Confirmed Case of COVID 19 or Symptomatic Individuals*, we are notifying you, and identified others, as employees who potentially have been in contact with the symptomatic individual through close contact at work.

If you are not symptomatic, you may continue to work. If you are symptomatic, or develop symptoms, please refer to *Column C of the District's Protocol for Responding to a Confirmed Case of COVID 19 or Symptomatic Individuals* available on Voyager. A list of testing sites as well as additional information about testing is also available on Voyager.

Please contact me at XXXXX if you have any questions.

Thank you,

[MANAGER NAME]

**CONFIRMED CASE COLUMN D PROTOCOL**

[TO EMPLOYEE]

As you are aware, we recently learned one of our employees tested positive for COVID-19. In accordance with the *District's Protocol for Responding to a Confirmed Case of COVID 19 or Symptomatic Individuals*, we are notifying you, and identified others, as employees who potentially have been exposed to the infected individual through close contact at work.

If you are not symptomatic, you may continue to work. If you are symptomatic, or develop symptoms, please refer to *Column C of the District's Protocol for Responding to a Confirmed Case of COVID 19 or Symptomatic Individuals* available on Voyager. A list of testing sites as well as additional information about testing is also available on Voyager.

Please contact me at XXXXX if you have any questions.

Thank you,

[MANAGER NAME]

