

## **NOTICE TO BUILDING STAFF IN THE EVENT OF A POSITIVE TEST**

**Monday, March 23, 2020**

We have determined that an employee or contractor in or visitor to the Mack Avenue Office located at 123 Main Street, Any Town, MI 48123 has tested positive for the COVID-19 virus.

Employees should continue basic personal-hygiene measures to prevent the potential spread of the virus:

- wash your hands often with soap and water or use hand sanitizer;
- avoid touching your eyes, nose, or mouth with unwashed hands;
- cover your mouth and nose with a tissue when coughing or sneezing;
- avoid handshakes or other person to person contact;
- avoid contact with those who are sick.

If we receive information that you have been in close personal contact with the individual who tested positive for COVID-19, you will receive a separate notification.

Generally, privacy laws prevent us from sharing information regarding an employee's health status. Please do not assume that because a co-worker is away from the office that it is because of COVID-19. Individuals are away from the office for a variety of work and non-work related reasons.

If you develop symptoms of acute respiratory illness such as a fever, cough or shortness of breath, notify your health care provider. Also stay home from work and notify your supervisor.

Additional steps are being taken to provide additional cleaning services in the building.

We will continue to update you and provide recommendations to prevent the spread of COVID-19.

\*\*\*\*This notice should be posted at all building entrances.