Dear Fish and Wildlife Colleagues in the [Street Address] Building in [City},

This memorandum is to provide information on actions we are taking in response to Coronavirus COVID-19.  CDFW cares about and is committed to all our valuable employees, and we are taking steps to provide you with a safe working environment.

CDFW has learned of a possible COVID-19 exposure at [Street Address] Building in [City}.  CDFW received notice of a COVID-19 positive employee on [Date Positive Test Result Received].  This email is to notify you that **you have been identified as having close contact.**

**Please see: (**[**https://www.dir.ca.gov/dosh/coronavirus/Non\_Emergency\_Regulations/**](https://www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/)**) for “close contact” definition.** *(If close contact is defined by regulation or order of the CDPH, that definition shall apply.)*

* Per recent California Department of Public Health (CDPH) guidance, **if you have**[**new COVID-19 symptoms**](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html)**,** you should [test](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/testing.html#when-to-get-tested) and mask right away.
* **If you do not have symptoms,** and are at [higher risk](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-with-medical-conditions.html) of severe COVID-19 infection and would benefit from treatment, you should test within 5 days.
* **If you do not have symptoms**and have contact with people who are at higher risk for severe infection, you should mask indoors when around such people for 10 days. Consider testing within 5 days after the last exposure date and before contact with higher-risk people.

Note: Employees who tested positive within 30 days prior to the exposure do not need to be tested. If symptoms develop, test, and stay home. If test result is positive, follow CDFW positive reporting and return to work procedures.

Please work with your manager/supervisor on telework options. The last day of possible exposure in the building was [Date of last possible exposure (i.e. employee in the office September 3-5, use September 5)], so day 5 would be [XX] [calendar day following last possible date of exposure].

If you are interested in testing for COVID-19 as a result of this Close Contact Notice, you can receive COVID-19 testing through state run testing sites such as Verily or Optum Serve or via your personal health care provider.

To obtain testing through Verily or Optum, [you must locate a testing site and follow the location specific directions for setting up an appointment.](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcovid19.ca.gov%2Fget-tested%2F&data=04%7C01%7CHaya.Johnson%40Wildlife.ca.gov%7Cc7498b1b69644b5d675808d89af696ba%7C4b633c25efbf40069f1507442ba7aa0b%7C0%7C0%7C637429731159412053%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=yZkyyQY3QnTKBpxKl2j6SfXHmVrxR%2F6vleMSDgNNWnE%3D&reserved=0) If you test with your personal health care provider, CDFW will reimburse any cost incurred by you through the TEC Process.

During the TEC Process, you must submit your receipt to your supervisor in order to receive reimbursement. Administrative Time Off (ATO) up to two hours will be provided to you, if you elect to receive a COVID-19 test and it is completed during your work hours. To document ATO for this purpose on your timesheet, use the leave code “AT” and indicate “COVID Testing” in the comments section. You should self-monitor for symptoms, (e.g., fever, cough, sore throat, shortness of breath, nausea, vomiting, diarrhea, chills, fatigue, body or muscle aches, headache, congestion/runny nose, new loss of taste or smell), and contact your healthcare provider for guidance and any possible actions should you develop any of these symptoms.

While we understand you may have questions about the health of coworkers and friends in the office, it is necessary that we protect the health-related information of all employees. As a result, we cannot confirm the health status of any employee or individual or provide further information regarding this potential exposure.

For additional information, you may visit the Centers for Disease Control and Prevention website [here](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__gcc01.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Fwww.cdc.gov-252Fcoronavirus-252F2019-2Dncov-252Findex.html-26data-3D02-257C01-257CMarko.Mijic-2540chhs.ca.gov-257C231591c6c9704d1886f108d7aa7e6303-257C265c2dcd2a6e43aab2e826421a8c8526-257C0-257C0-257C637165332126975070-26sdata-3Dve1gmzjGtf9Mce5evZLFjU4srvSSTvtBl8x5-252ByjgWBE-253D-26reserved-3D0%26d%3DDwMFAg%26c%3DLr0a7ed3egkbwePCNW4ROg%26r%3DeusJj3hEdJ_1VG3vcxKuq-FA7AyIdOT-PWyVku4T_x4%26m%3DHLNCztjhAFFeNKj7Mc2RXKWbs4RB09c-o5fpJvkTO04%26s%3D3qt4lWp1dDX5yw-ZL9o54wyH-oA3CYzuEJJE3W3YiY4%26e%3D&data=02%7C01%7CJulie.Lee%40govops.ca.gov%7Cee0adbf4e09246aa429a08d7c875f31d%7C68a88534151d4e79804609be7890656c%7C0%7C0%7C637198281241740899&sdata=3qErj7ZzK7RbB5H5UM%2B5IZPuF38Li8cSTDXZk6cfdRE%3D&reserved=0) and the California Department of Public Health website [here](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Furldefense.proofpoint.com%2Fv2%2Furl%3Fu%3Dhttps-3A__gcc01.safelinks.protection.outlook.com_-3Furl-3Dhttps-253A-252F-252Fwww.cdph.ca.gov-252FPrograms-252FCID-252FDCDC-252FPages-252FImmunization-252FnCOV2019.aspx-26data-3D02-257C01-257CMarko.Mijic-2540chhs.ca.gov-257C231591c6c9704d1886f108d7aa7e6303-257C265c2dcd2a6e43aab2e826421a8c8526-257C0-257C0-257C637165332126985034-26sdata-3D2EJUW0qeym05yjhi-252BM2MW6zcBLlEMqM6kOAeyMTyMvU-253D-26reserved-3D0%26d%3DDwMFAg%26c%3DLr0a7ed3egkbwePCNW4ROg%26r%3DeusJj3hEdJ_1VG3vcxKuq-FA7AyIdOT-PWyVku4T_x4%26m%3DHLNCztjhAFFeNKj7Mc2RXKWbs4RB09c-o5fpJvkTO04%26s%3DQzYOOb1e37LLX2Yux19XZqLz2CWI8Ol9yrZRKxpMN1Q%26e%3D&data=02%7C01%7CJulie.Lee%40govops.ca.gov%7Cee0adbf4e09246aa429a08d7c875f31d%7C68a88534151d4e79804609be7890656c%7C0%7C0%7C637198281241740899&sdata=cJZOaYNG9eyHYhynzFCYF8GKh3Jbo%2F6POA9jFKYIfLo%3D&reserved=0) for the latest information and advice for the public.

Thank you again for your hard work, flexibility, and patience.

Sincerely,

Region/Branch TBD