

COVID-19 Infection Notification Requirement for Workplaces



Oregon OSHA temporary rule [OAR 437-001-0744](#)

Employers must establish a process for notifying both exposed and affected employees within 24 hours of the employer being made aware that an individual with COVID-19 was present in the workplace while infectious or otherwise may have had work-related contact with its employee(s) while infectious.

The process must provide for the notification of exposed employees – those who were within 6 feet of a confirmed COVID-19 individual for a cumulative total of 15 minutes or more – and of affected employees – those who work in the same facility or in the same well-defined portion of the facility (such as on the same floor or in the same building within larger complex).

Below is a sample process and notification emails agencies may use.

SAMPLE NOTIFICATION PROCESS

COVID-19 Notifications by [Agency]

All employees and managers are expected to notify the [contact] in the event test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, customer, contractor, guest, etc.) has been confirmed as having COVID-19.

When such a notification occurs or [agency] becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, [agency] will seek to identify each employee who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more.
 - a. Those employees will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will *not* be identified.
- B. In addition, the following notification will be sent to everyone working in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question.

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SAMPLE NOTIFICATION EMAILS

For those who fall under A. in the process:

We have been notified you may have been within six feet for a cumulative total of 15 minutes or more of an individual who has tested positive for COVID-19. It is our duty to notify you of this as outlined in the Oregon OSHA Temporary COVID-19 rule. The employee has been away from the [location] since [date], and we were notified the employee tested positive on [date]. We advise you seek guidance from your health care provider or public health officials about options for COVID-19 testing.

Due to health privacy rules that you are well familiar with, we are unable to communicate the identity of the individual employee and we appreciate your understanding.

For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).

Please work with your manager if you need to take time away from work and reach out to the Human Resources Office for guidance on medical leave and support.

For those who fall under B. in the process:

We have been notified an individual who has been present at [location] has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual separately, but we want to alert everyone to the possibility of exposure. The employee has been away from the [location] since [date], and we were notified the employee tested positive on [date].

Due to health privacy rules that you are well familiar with, we are unable to communicate the identity of the individual employee and we appreciate your understanding.

If you experience symptoms of COVID-19 illness, please inform [contact] and contact your health care provider. [Agency], as always, will protect all employee medical information confidential and will only disclose it only to the degree such disclosure is strictly necessary.

For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#).

Please work with your manager if you need to take time away from work and reach out to the Human Resources Office for guidance on medical leave and support.