



**Date:** *Current date*

**To:** *<Department> employees*

**From:** *<Supervisor name or Department designee>*

**Subject:** COVID-19 Actual Exposure Notification

A member of our team has recently tested positive for COVID-19. JMU is partnering with the local health department to facilitate identifying those individuals that may have been in close contact (6 feet or less and 15 minutes or more) with the employee. The employee is currently in isolation as advised by the Virginia Department of Health (VDH). Health department representatives or *<department designee>* will contact those *<department>* employees who need to be assessed as possible contacts.

The following actions must be taken as the result of exposure:

1. Faculty, staff and students who have been identified as being in close contact will be notified individually and will be asked to self-quarantine and/or work from home until *<date>*.
2. Everyone should show and implement measures for [preventing illness with COVID-19](#) and be familiar with the Centers for Disease Control and Prevention (CDC) guidance associated with COVID-19 control at [work](#) and at [home](#) and implement as appropriate
3. If you become [symptomatic](#) as defined by the CDC with a fever, shortness of breath, or cough, contact your health care provider for guidance; unless, you have been specifically asked to contact the health department directly.
4. If you test positive for COVID-19, you must inform your *<supervisor or department designee>* so we can continue to contain the exposures within our department.
5. For tracking purposes only, notify the JMU Occupational Health Nurse to report your COVID-19 positive test result at 540-568-5310.
6. Consult with your HR Benefits Specialist to see what leave options are available.

Remember that everyone's best defense is to practice good hygiene (hand washing), safe distancing (six foot zones), and continuously monitor one's own health. For additional resources about COVID-19 you can go the [VDH website](#) and the [CDC website](#). In addition, the JMU Occupational Health Nurse can assist with any question you may have related to COVID-19.

We will continue to provide additional information and guidance as it becomes available.