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

This memorandum provides information on actions we are taking in response to a positive case of Coronavirus COVID-19, in the [Street Address] building in [City].  CDFW cares about and is committed to all our valuable employees. As such, the information below outlines the steps we are taking to provide you with a safe working environment and information to protect yourself and your family.

CDFW learned that the risk of possible exposure occurred [on/between] [Date or Date Range] in the Fish and Wildlife [Street or building name] Building. CDFW received a report of a positive test result for the COVID-19 virus on [Date of positive test result].  If you were in the [Street or building name] Building [on/between] [Date or Date Range], you may have been exposed to COVID-19. Due to this exposure, please contact your health care provider or [local Public Health department](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.cdph.ca.gov%2FPages%2FLocalHealthServicesAndOffices.aspx&data=02%7C01%7CJulie.Lee%40govops.ca.gov%7C57ccf3e6bbcc4d15b79d08d7c876fdbe%7C68a88534151d4e79804609be7890656c%7C0%7C0%7C637198285851667470&sdata=4ALwTamizMTUQWJA7NGLwRa7h2Giy%2B7%2FZTGEbHCbjWU%3D&reserved=0) for your county so they can provide further information based on your individual circumstances.  Employees who have been identified as having close contact with the COVID-19 positive individual will receive a separate communication with information on needed actions.

**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.)*

The most current guidance indicates that individuals exposed to COVID-19 develop symptoms within 10 days of exposure and that it is unlikely an individual will become ill as a result of an exposure beyond this 10-day period. This 10-day period concludes on [Day after last date of possible exposure, plus 10 days]. Employees that may have been exposed, but did not have close contact, should self-monitor for symptoms, i.e. 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.

If you feel sick or develop any COVID related symptoms, please notify your supervisor, and do not report to or go to the office.

If you develop symptoms of fever, cough, or are having difficulty breathing, before you go to a doctor’s office or emergency room, call ahead and tell them about your potential exposure and your symptoms.  If you are subject to quarantine or self-isolation from a local public health department or health care provider, please contact the Employee Wellness Services (EWS) in the Human Resources Branch to discuss available leave options.

While we understand employees may have questions, we must protect the health information of our employees and other individuals. As a result, we cannot confirm the health status of any employee or individual or provide further information regarding this potential exposure.

CDFW is working closely with the California Department of Human Resources (CalHR) and the California Department of Public Health (CDPH) and will share information and updates as they become available.

Stay informed by visiting 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). Both websites are updated daily with the latest information and advice for the public.

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

Sincerely,

Region/Branch, TBD