

General Advisory for Non-Healthcare Employees

An investigation in your workplace identified several individuals who may have been exposed to a known case of COVID-19. **At this point, all those identified as close contacts to the case have been notified. If you did not receive such a notification, you are not known to be a close contact.** However, it is possible other unidentified exposures took place at work or in other settings, so it is important that you continue to protect yourself, your coworkers, and your loved ones by following the guidelines outlined below.

Self-Monitor for Symptoms for 14 Days

You are advised to **self-monitor for symptoms for 14 days** from the day you received this notice.

If at any point you develop symptoms consistent with COVID-19 (fever, cough, shortness of breath, chills, night sweats, sore throat, nausea, vomiting, diarrhea, tiredness, muscle or body aches, headaches, confusion, or loss of sense of taste/smell), you should notify your employer and leave work as soon as possible. Contact your doctor immediately.

If you do not have a doctor, you may contact the Santa Clara Valley Medical Center, Valley Connections Line at 1-888-334-1000 and ask to speak to an advice nurse. If you must seek emergency medical care, notify them that your symptoms may be concerning for COVID-19.

Social Distancing and Personal Hygiene

As you continue to work, remember to maintain six feet between yourself and other employees or clients. Face coverings are now mandated in the State of California ([CDPH, 2020](#)). You must wear a face covering at all times (except while eating or drinking, if it is medically inadvisable for you to wear a face covering, or for communication by or with a person who is hearing impaired). Be sure to clean your hands regularly, especially before and after eating and after using the restroom. An alcohol-based hand sanitizer can be used except when hands are wet or visibly soiled and after using the restroom. Avoid touching your face, and always wear a face covering when feasible. Other ways you can stay safe and healthy include:

- Avoid using common areas (like conference rooms, cafeterias, and break rooms).
- Eat meals at your desk.
- Stagger breaks to maintain adequate social distancing.
- Minimize any in-person meetings, and opt for virtual meetings whenever possible; for meetings that must be in-person, arrange to ensure adequate social distancing.
- Use disposable wipes to clean commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) before each use.
- Avoid using other co-workers' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.

You should follow any other worksite policies as directed by your employer to prevent spread of infection. Thank you for your dedication to keeping yourself, your coworkers, and your community safe and healthy. Please let your employer know if you have any further questions.