



Notice to Employer of COVID-19 Testing

This is to notify you that Austin Public Health (APH) has conducted a test for the COVID-19 virus on _____ (Individual Tested) on _____ (Test Date),

who works for you. **This does not mean that this individual actually has the COVID-19 virus.** The individual is waiting for the results of the test at this time.

Because we are conducting a COVID-19 test on an individual who works for you, APH is providing this notice to advise you of the following important information:

1. The City of Austin currently requires workers awaiting the results of a COVID-19 test, or who have COVID-19 symptoms, to **stay home** until they receive their test results, or their symptoms have cleared. These workers may only be required to work during this time if they are able to do so from home.
2. Most businesses with fewer than 500 employees are **required** by a federal law called the Families First Coronavirus Response Act (FFCRA) to provide paid sick leave to an employee who is awaiting a COVID-19 test result and unable to work because the employee is self-quarantined at home. In addition, the FFCRA requires a covered employer to provide paid sick leave to its employees experiencing COVID-19 symptoms.
3. The FFCRA **strictly prohibits** a covered employer from any type of retaliation against an employee who requests or uses COVID-19 paid sick leave, is unable to work because of COVID-19 symptoms, or requests or receives a COVID-19 test.
4. The FFCRA provides reimbursement through a payroll tax credit to most covered employers for the cost of providing paid sick leave to employees who are unable to work for a COVID-19 related reason.

Additional information about handling potential COVID-19 hygiene issues in your workplace is located on the back of this sheet.



Recommended Workplace Responses to COVID-19

July 2020

The federal Centers for Disease Control (CDC) recommends that employers enact the following measures in response to a positive COVID-19 issue in the workplace:

- In most cases, you do not need to shut down your facility. But do close off any areas that have been used for prolonged periods by a sick person.
- Wait 24 hours before cleaning and disinfecting the area where a COVID-19 positive employee was working to minimize potential for other employees being exposed to respiratory droplets. If waiting 24 hours is not feasible, wait as long as possible.
- Follow the CDC cleaning and disinfection recommendations which can be found on their website: [cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html](https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html)
- In addition to cleaning and disinfecting, employers should determine which employees may have been exposed to the virus and need to take additional precautions.
- Follow all other recommendations from the CDC that are relevant to your particular circumstances.

In addition to these CDC workplace recommendations, all area employers should become familiar with the CDC's "Public Health Recommendations for Community-Related Exposure," which can be found here: [cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html](https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html)

If an employee in your workplace is confirmed to have the COVID-19 virus, you should inform co-workers of their possible workplace exposure. Unless truly required for health or safety reasons, it is **not** necessary to identify the confirmed positive COVID-19 employee by name. All businesses are encouraged to maintain as much employee confidentiality and medical privacy as possible under the circumstances.

