

Greetings,

The purpose of this email is to notify you of a *possible* exposure to COVID-19. This notification is made to all MCSOS employees who *may* have been on the following site(s) the same time as an individual or individuals who have tested positive for COVID:

XXXXXX School: DATE

As a reminder, any **close contacts** (closer than 6 feet for 15 minutes or longer in a 24 hour period) **are contacted directly** and provided quarantine instructions per the CDPH guidance.

As a reminder:

1. Employees who are fully-vaccinated may remain at work, so long as they are symptom free.
2. Employees who are a close contact (defined as being 6 feet or closer to the infected individual for 15 minutes or longer in a 24-hour period) and are not fully vaccinated are required to quarantine according to CDPH guidance, which is 10 days. If you are symptom free, you may test on Day 6 and return on Day 8.

We would also like to remind you that there are multiple options for COVID-19 testing in Madera and surrounding areas including the Madera County Superintendent of Schools, the Madera County Department of Public Health (MCDPH), Camarena Health, CVS, Kaiser, urgent care clinics, etc.

Here is the link to the MCDPH testing calendar

<https://www.maderacounty.com/government/public-health/covid-19/covid19testing> or you may contact HR at 662-4606 for testing information. This is of no cost and you can schedule this during your worktime. You may also contact your medical provider for guidance as well. **We also strongly encourage all employees to get the COVID vaccine and booster.** For more information about the COVID vaccine and booster, please visit MCDPH website.

It is important to wear your MCSOS badge and scan in and out (if applicable) each day you are on the worksite. It is imperative you wear your badge daily and scan in and out regularly as it may assist with notification purposes. If you have misplaced your badge, please contact Mariela Gonzalez at 662-6233 for a replacement.

As you are all aware, MCSOS has established numerous protocols to promote the health and safety of employees, students, families and guests. Research, medical guidance and experience, shows that these practices and protocols are effective in mitigating the virus transmission. Employees are responsible for following these protocols which include:

1. Conducting a self-assessment health screening. If you are exhibiting any of the symptoms related to COVID for an unknown reason/cause, or have been in

contact with an individual with an active case of COVID, contact your supervisor and HR immediately.

2. Do not report to work if you are ill!
3. Wear your face mask and wear it properly!
4. Wash your hands with soap and water or alcohol-based sanitizer before you start work and frequently throughout the day.
5. Sanitize any common areas/items you use throughout the day and your personal work area before you leave for the day.
6. Practice social distancing to the extent possible, do not shake hands or hug people, and do not share food or drinks.

The MCSOS custodians and maintenance custodians have been trained in the proper cleaning, disinfecting and sanitizing protocols. In a situation that involves a known COVID case at the worksite, maintenance and custodial staff implement additional cleaning and disinfecting procedures, including the use of a “fogger” which emits an EAP approved disinfecting agent. For more information about the MCSOS health and safety protocols and operating standards as it relates to COVID-19, please see the MCSOS COVID PREVENTION PROGRAM PLAN. It is important that ALL employees know about and follow these established health and safety protocols.

If you have any questions, please feel free to contact us at (559) 662-6219. Thank you for your continued attention and efforts during this time.

Regards,

Human Resources