



Notice of COVID-19 Exposure for Employees

You are being provided this information as the Town has determined through internal contact tracing that you may have come in contact with a co-worker with a confirmed COVID-19 infection. Due to privacy laws, we are unable to provide you with the name of the co-worker.

This determination was based on information shared by that employee. The employee identified anyone whom they came in close contact within the 48 hours prior to when they first started to display COVID-19 symptoms or, if they did not have symptoms, the date a test was collected that resulted in a positive test result.

Close contact, as defined by the CDC as of October 21, 2020, includes:

“Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.”

Contact occurs regardless if the individuals were wearing a mask or not. This would include a single 15-minute (or longer) interaction, or multiple interactions over shorter periods of time that total 15 minutes within the 48 hour period. Based on this information, you will need to take the following steps:

STEP 1	Those in close contact (as defined by the CDC) with a confirmed positive employee shall immediately submit for COVID-19 testing. You may go to a facility of your choice or the Town will provide assistance with testing. Testing information can be found under FAQ#2 online here: https://www.townofpalmbeach.com/1027/COVID-19-Employee-Information
STEP 2	<p>Return to Work: Per the CDC, Town employees are considered a Critical Infrastructure Workers. The Town follows the guidance found here regarding your return to work following exposure: https://www.cdc.gov/coronavirus/2019-ncov/community/critical-workers/implementing-safety-practices.html</p> <p>Critical infrastructure workers may be permitted to continue work following potential exposure to COVID-19, provided they remain asymptomatic and additional precautions are implemented to protect them and the community. Prior to your return to work, you must review the current COVID-19 symptoms and confirm you have none present. Do you have COVID-19 symptoms?</p> <ul style="list-style-type: none"> • No Symptoms: Depending on the incident, your Department Director may elect to require you stay at home until negative test results are received. Upon your approved return, proceed to Step 3 below. • Yes Symptoms: Remain at home and contact Human Resources immediately for assistance. Check your symptoms here: https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/coronavirus-self-checker.html
STEP 3	<p>After completing the above steps, the following workplace practices must be followed upon your return to work and shall continue for 14 days from the date this notice was issued:</p> <ol style="list-style-type: none"> 1. Prior to entering the workplace, temperature and symptoms checking will occur. Contact your supervisor for directions where this will take place. 2. Facemasks must be worn at all time while in the workplace regardless of the 6ft social distance guidelines. <p>All other current COVID-19 workplace expectations remain in place to include:</p> <ul style="list-style-type: none"> • Maintaining proper social distancing of at least 6 ft. • Frequently wash hands. • Clean and disinfect all frequently touched surfaces.

Please consult either the Acting Director of Human Resources or Risk Manager for assistance.
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