



Notification Checklist

- Notify impacted employees:** In notifying employees who came in close contact with the employee who tested positive, please remember to maintain confidentiality. Under no circumstances should the employee's name who tested positive be shared. Provide impacted employees with LA County Public Health Quarantine Order. If employees are working from home, provide employees with City of Torrance Telecommuting Guidelines and Agreement.

- Notify other Department employees:** For other employees who are in the Department but who are not directly impacted by an exposure, the Department may wish to send out an internal memo documenting action that has been taken related to the incident. Please modify the sample memo to fit your specific situation.

- Notify other impacted employees:** Contact the Department Head of other Departments who have employees who came in close contact with the employee who tested positive. Department Heads are responsible for notifying their own employees of exposures.

- Notify Workers Compensation Office:** Notify Workers Compensation Manager Kimberly Thompson (WorksComp@TorranceCA.Gov) and Jason Nishiyama with Risk Management of the employee who tested positive and all employees who came in close contact with the employee who tested positive.

- Complete Mandatory Exposure Report Online:** California law requires all positive COVID-19 cases involving employees to be recorded and maintained for inspection. The Workers Compensation Office maintains the records. The online form must be completed at <https://bit.ly/34dUfWN>

- Notify the Human Resources Analyst assigned to your Department.**