

**NOTICE OF POTENTIAL EXPOSURE TO COVID-19**

California Assembly Bill 685 (Labor Code § 6409.6) requires employers to notify employees who were present at the same worksite as someone who has been diagnosed with COVID-19.

We have determined that you may have been at the same worksite as an infected person *within the infectious period*. The infectious period begins up to two days prior to the onset of symptoms and ends ten days after symptoms appeared plus at least 24 hours fever free (without the use of fever reducing medication). For individuals who test positive but are asymptomatic, the infectious period begins 2 days before and ends 10 days after their test date.

Health Department guidelines state that you could be exposed to COVID-19 if you are within six feet of an infected person for fifteen minutes or longer or for shorter periods of time adding up to 15 minutes over the course of 24 hours.

If you feel any of the symptoms associated with COVID-19, or if you think you might have been exposed to COVID-19, contact your doctor for further instructions.

If you have been exposed to COVID-19 you may be entitled to benefits under federal, state, or local laws. See **Appendix A** for a description of available benefits.

Medical privacy laws prohibit disclosure of the infected individual’s name. However, note that if required by law we will share with the local public health agency the names, number, occupation, and worksite of employees who have been diagnosed with COVID-19 or who have been potentially exposed to an infected person.

We will not retaliate against an employee for disclosing a positive COVID-19 test or diagnosis or against employees who are required to quarantine or isolate. Employees who believe they have been retaliated against may file a complaint with the Division of Labor Standards Enforcement.

This notice will be maintained for a period of at least three years.

\_\_\_\_\_ Date: \_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Location



## APPENDIX A TO AB 685 NOTICE OF POTENTIAL EXPOSURE TO COVID-19 - updated January 2022

AB 685 NOTICE OF POTENTIAL EXPOSURE -- BENEFITS AVAILABLE -- UPDATED 1-11-2022				
Program	Why	What	Benefits	More Information
<b>Paid Sick Leave</b>	If you or a family member are sick or for preventive care, including when civil authorities recommend quarantine, isolation, or stay-at-home	The leave you have accrued	Paid to you at your regular rate of pay	<a href="#"><u>Learn more about your eligibility for Paid Sick Leave</u></a>
<b>ADLA Family and Medical Leave</b>	<p>Family and Medical Leave is a leave of absence without pay for incapacity due to:</p> <p>Care for a spouse, registered domestic partner, son, daughter, or parent who has a serious health condition</p> <p>The employee's own serious health condition that makes the employee unable to perform his or her job</p> <p>Up to 4 months (16 weeks) of leave within any 12-month period</p>	Regular full-time and regular part-time employees who are regularly scheduled to work at least 20 hours per week in any job classification and have been employed by the archdiocese at any location for at least 12 months preceding the leave are eligible for Family and Medical Leave.	Unpaid, but employee may elect to use accrued sick and vacation.	For more information, <a href="https://handbook.la-archdiocese.org/chapter-5/section-5-8/topic-5-8-4"><u>https://handbook.la-archdiocese.org/chapter-5/section-5-8/topic-5-8-4</u></a>
<b>Hartford Short-term Disability Insurance</b>	If you're unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional)	Short-term benefit payments to eligible employees	Approximately 60-70 percent of wages (depending on income);	For information about the Hartford plan: <a href="https://handbook.la-archdiocese.org/chapter-5/section-5-7/topic-5-7-10"><u>https://handbook.la-archdiocese.org/chapter-5/section-5-7/topic-5-7-10</u></a>



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<b>ADLA Personal Leave of Absence</b>	<p>Full-time employees may apply for an unpaid, personal leave of up to four months if they have used up all their vacation time and either have exhausted all other time off or are not eligible for any other leave.</p> <p>Employees may be reinstated to their former or similar position only if they return to work within 60 calendar days.</p>	<p>Personal leaves require written approval from the person in charge; at the Archdiocesan Catholic Center, personal leaves of more than 30 days require written approval of the moderator of the curia</p>	<p>Leave is unpaid.</p> <p>Employees may continue insurance coverage while on approved personal leave of up to four months, but they are responsible for the entire cost of the premium.</p>	<p>For more information, <a href="https://handbook.la-archdiocese.org/chapter-5/section-5-8/topic-5-8-4">https://handbook.la-archdiocese.org/chapter-5/section-5-8/topic-5-8-4</a></p>
<b>Workers' Compensation</b>	<p>If you reported to your employer's worksite after March 19, 2020 and tested positive or were diagnosed with a COVID-19-related illness, you may be eligible for workers' compensation benefits under Labor Code Section 3212.86.</p>	<p>Under Section 3212.86 you may receive temporary disability (TD) payments after exhausting specific federal or state COVID-19 paid sick leave benefits. You may be entitled to TD payments for up to 104 weeks. TD payments stop when either you return to work, your doctor releases you for work, or your doctor says your illness has improved as much as it's going to.</p>	<p>Generally pays two-thirds of the gross wages you lose while you are recovering from a work-related illness or injury, up to maximum weekly amount set by law. In addition, eligible employees are entitled to medical treatment and additional payments if a doctor determines you suffered a permanent disability because of the illness.</p>	<p><a href="#">Learn more about your eligibility for Workers' Compensation benefits</a></p>