



Alameda County Health Care Services Agency
Public Health Department
www.acphd.org

Colleen Chawla, Director
Kimi Watkins-Tartt, Director
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Public Health Department: Main Line (510) 267-8000

COVID-19 Information: (510) 268-2101

Date letter sent:

Dear {Recipient First Name} {Recipient Last Name},

The Alameda County Health Officer has determined that you are infected or exposed to COVID-19, a communicable disease. This official Work Exclusion Letter means you must not attend work until you meet release criteria.

If you are sick and/or tested positive for COVID-19, you need to isolate for at least 10 days. After 10 days, to self-release, follow the [Home Isolation Instructions](#) (See Page 2 of linked document).

If you have been in close contact with someone who has COVID-19, you need to quarantine for at least 14 days. After 14 days, to self-release, follow the [Home Quarantine Instructions](#) (See Page 3 of linked document).

You may return to work at the earliest on {Quarantine/Isolation Release Date: _____}, if you meet the criteria enclosed in this letter.

We, as well as the Centers for Disease Control and Prevention (CDC), discourage employers from requiring any negative tests or medical notes clearance letters to return to work. Negative clearance tests are not an effective way to determine if a person is contagious, as very sensitive tests can pick up on dead virus particles weeks after a person has stopped being contagious. Medical clearance letters cause strain on the healthcare system and create unnecessary hardship for employees. Employees are considered no longer contagious when they meet the criteria described above.

However, if you are not feeling healthy enough to go back to work, please contact your primary care provider/occupational health for further guidance. Your employer has also been notified that you are excluded from attending work until you meet the criteria for release as well as the restrictions you must follow when returning to work.

If this work exclusion causes you to lose your job temporarily, Section 2626 of the Unemployment Insurance Code entitles you to disability compensation for the duration of time until you can return to work. A scan or copy of this letter can be shared with the Employment Development Department office.

Thank you for your cooperation with the Alameda County Public Health Department disease prevention policies and procedures. If you have any questions, please do not hesitate to leave us a message us at 510-268-2182 or email us at discon@acgov.org.

Sincerely,

Alameda County Public Health Department

<https://covid-19.acgov.org/recovery.page?> or <https://covid-19.acgov.org/isolation-quarantine.page?>

*NOTE: In situations of staffing shortages, there is guidance by the Centers for Disease Control and Prevention (CDC) on mitigating these shortages that might occur because of COVID-19:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/mitigating-staff-shortages.html>

*For health care personnel with **severe to critical illness** or who are severely immunocompromised see <https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html#Severity>*