

# EMPLOYER REPORTING FORM

## Employees/Volunteers Who Test Positive for COVID-19 in Sacramento County

Under California law, if an employee or volunteer tests positive for COVID-19, the employer must immediately notify the local health department and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual. Confidentiality must be maintained as required by state and federal law and regulations.

Please complete and submit the following form to Sacramento County Public Health (SCPH) for each of your employees who tests positive for COVID-19. You may be contacted by SCPH if more information is needed.

### BUSINESS INFORMATION

<b>Business Name:</b> _____
<b>Business Address:</b> _____
<b>Your Name:</b> _____
<b>Title:</b> _____
<b>Phone:</b> _____ <b>E-mail:</b> _____

### COVID-19 POSITIVE CASE INFORMATION

<b>Name:</b> _____
<b>Address:</b> _____
<b>DOB:</b> _____
<b>Phone:</b> _____ <b>E-mail:</b> _____
<b>Last Day At Work:</b> _____

### POSSIBLE CONTACTS (LESS THAN 6 FEET FOR AT LEAST 15 MINUTES)

If none, check here:

NAME	DOB	Home Address	Phone

If additional contacts, please continue on back.



**Please send/fax report to:**  
Sacramento County Public Health  
COVID19@sacounty.net  
Confidential Fax: (916) 854-9709

