

Sample Building Notification Email

Dear [FIRST_NAME_PRF] [LAST_NAME_PRF],

Ensuring the safety and well-being of you and our campus community is of greatest importance to us. CSUSB received notification of an individual who received a positive COVID-19 laboratory result and was recently on campus. We are sending this mass notification to make sure you receive notice.

The infected individual was last on campus in the [ENTER location] on [ENTER date]. You have been identified as someone that works in the building. If you were present at the worksite during this period, you may or may not have been exposed to the virus. If you do NOT believe you were exposed, no action is required. An exposure investigation is underway in the specific worksite. **You are not considered a close contact with the infected individual unless you receive a direct notification from the Office of Risk Management or the Student Health Center.** A close contact is defined as having close contact (within 6 six feet) for 15 minutes or more during a 24-hour cumulative period with a person who tested positive for COVID-19. Close contacts and authorized representatives will be notified separately as appropriate.

If you are concerned and would like to be tested, you may [schedule a test](#) or walk-in for free on campus testing. This is available to all campus community members regardless of vaccination status. Vaccination appointments are also available.

As a CSUSB employee, you may be entitled to various benefits under applicable federal and state laws and university specific policies and agreements which cover COVID-19 related leave; emergency paid sick leave; expanded family and medical leave; regular sick leave; vacation leave; workers compensation. If you have any questions about these benefits, please contact Human Resources at benefits@csusb.edu.

If you believe you contracted a COVID-19 illness as a result of your university employment, you may be entitled to Workers' Compensation benefits through the university. This may include hospital, surgical, and medical treatment, disability indemnity, and death benefits.

For more COVID-19 information you may reference the [Return of the Pack](#) website.