

[DATE], 2020

[BUSINESS or ENTITY NAME]
[ADDRESS]
[PHONE NUMBER]

Re: COVID-19 Response at your Business/Facility

Dear Madam or Sir:

The New Mexico Department of Health (“NMDOH”) has determined that one or more of your employees have recently tested positive for SARS-CoV-2 (“COVID-19”) and that other employees and the public are at risk of contracting the virus as a result.

As this is a public health emergency, the following actions must be initiated immediately. In accordance with applicable Occupational Safety and Health Regulations, you must cease business operations and complete the attached checklist to demonstrate [ENTER BUSINESS NAME]’s cooperation with the following:

- 1) That all employees have been tested for COVID-19 and that all employees will be re-tested in 7-10 days, if warranted by NMDOH. A list of employees’ first name, last name, and date of birth will be provided;
- 2) That [INSERT BUSINESS or ENTITY] has disinfected the work site and/or facility in accordance with the enclosed *COVID-19 Safe Practices for Individuals and Employers* handbook, and any additional OSHA or Centers for Disease Controls standards applicable to your particular industry prior to the recommencing of business activities; and
- 3) That an employee safety plan is in place to ensure employees are adequately protected from COVID-19 upon return to the workplace, including provisions for adequate personal protective equipment if necessary. The enclosed *COVID-19 Safe Practices for Individuals and Employers* handbook provides industry specific guidance to adhere to.

A representative from our NMDOH Public Health Division will be in touch with you shortly to coordinate a testing and re-testing plan, and the NMDOH will do its best to expedite the results. Please note that COVID-19 tests are covered by insurance, and the uninsured will be directed to NMDOH for coverage. There is no cost to the individual tested.

We appreciate your ongoing cooperation in this matter. If you have any questions, please call [POC] at [PHONE NUMBER].

Sincerely,



Kathyleen M. Kunkel
Secretary, NMDOH

cc: OSHA, New Mexico Environment Department

PUBLIC HEALTH DIVISION
1190 St. Francis Dr., • P.O. Box 26110 • Santa Fe, New Mexico • 87502
(505) 827-2613 • FAX: (505) 827-2530 • www.nmhealth.org

