



**Dailey Elementary
Charter School**
"Inspiring Global Thinkers"

**Fresno Innovative Charter Schools, Inc.
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EXECUTIVE DIRECTOR
Jeanne Pentorali

[INSERT DATE]

[INSERT EMPLOYER OF SUBCONTRACTED EMPLOYEES]

Via: Email
[EMAIL ADDRESS]

Re: Notice of Potential Exposure to COVID-19 to Employers of Subcontracted Employees

Dear [NAME]:

The health and safety of our students, staff, subcontracted employees, and stakeholders are our top priority. Unfortunately, this letter is to inform you that one of your employees may have been exposed to COVID-19 at Dailey Elementary Charter School ("Dailey Charter" or the "School"). This letter does not signify that your employee has necessarily been exposed to COVID-19, nor that your employee may test positive for COVID-19. Rather, this letter serves as a notice of potential exposure to COVID-19 pursuant to California Labor Code §6409.6 because your employee may have been at the same worksite as a qualifying individual while they were infectious.

Please be assured that Dailey Charter is working diligently to ensure the safety of all students, staff, subcontracted employees, and stakeholders. As such, please find attached a copy of the School's COVID-19 Health and Safety Policy which discusses the cleaning, disinfection, and safety protocols the School is implementing.

Dailey Charter prohibits any form of harassment, discrimination, or retaliation for any reason, as stated in and consistent with the School's Policy Prohibiting Unlawful Harassment, Discrimination and Retaliation. As such, please be assured that the School will not retaliate, discriminate, or harass any subcontracted employee for disclosing a positive COVID-19 test or diagnosis, or for disclosing an order to quarantine or isolate.

Thank you for your attention to this matter. Should you have any questions, I may be reached at Jeanne.Pentorali@fics.us or 559-248-7060.

Sincerely,

Jeanne Pentorali, Executive Director
Dailey Elementary Charter School

Attachments: Dailey Charter COVID-19 Health and Safety Policy

