

All employees are expected to notify their supervisor (the principal or childcare director) in the event that they test positive for COVID-19 or they become aware that another individual who has been present in the worksite (employee, child, family member, visitor, etc.) has been confirmed as having COVID-19. All parents are expected to notify Riviera in the event they or their student attending RCS has been confirmed as having COVID-19 or has a first-hand exposure of less than six feet for 15 minutes or more. When such a notification occurs or Riviera becomes aware that a person with confirmed COVID-19 has been in the workplace by any other means, the following measures will be taken:

- A. Based on a reasonable assessment of the activity of the individual with confirmed COVID-19, Riviera will seek to identify each person who was likely to have been within 6 feet of the infected individual for a cumulative total of 15 minutes or more. Those people will be notified individually of the exposure (by telephone, text message, or e-mail) and will be advised that they should seek guidance from their individual physician or from local public health officials about testing options. The individual who was the source of the exposure will *not* be identified.
- B. In addition, the following notification will be sent to everyone in the facility where the exposure occurred, even if they did not appear to have close contact with the individual in question:

*We have been notified an individual who has been present at Riviera has been diagnosed with COVID-19. We are notifying those individuals who appear to have had close contact with the individual, but we want to alert everyone to the possibility of exposure.*

*If you experience symptoms of COVID-19 illness, please inform Faith Gerber or Chrissy Metcalf and contact your health care provider. Riviera will protect all employee medical information and will disclose it only to the degree such disclosure is strictly necessary.*

*For more information on COVID-19, including symptoms of which you may want to be aware, please visit the [Oregon Health Authority COVID-19 website](#) or the [US Centers for Disease Control & Prevention COVID-19 website](#). If you have any questions or concerns, please contact Faith Gerber or Chrissy Metcalf.*