



CLINTON OFFICE
 1307 E. Townsend Rd.
 Saint Johns, MI 48879-9036
 (989) 224-2195

GRATIOT OFFICE
 151 Commerce Dr.
 Ithaca, MI 48847-1627
 (989) 875-3681

MONTCALM OFFICE
 615 N. State St.
 Stanton, MI 48888-9702
 (989) 831-5237

Today's Date:

Business Information

Name of Business:

Address:

City:

Zip Code:

Contact Name:

Contact Phone #:

Contact Email:

How many employee(s) at this business have tested positive for COVID-19 in the past two weeks (include those you will be reporting today)?

How many total employees work at this business?

What type of business? (i.e. grocery, restaurant, industry, etc.):

Employee Information

First Name:

Last Name:

Birthdate:

County of Residence:

Email address:

Phone number:

Date employee received test result:

Date employee was notified of test result:

Date employee last worked:

How many employees have close contact to the positive case?

Have you notified these employees of the exposure? YES NO

Next Steps

Our staff will be in contact with you within 24 business hours to obtain a list of those employees exposed. It is vital you maintain privacy of the employee who tested positive, and you cannot divulge his/her name to other employees. Please refer to MMDHD's [workplace toolkit](#) for more information.

Fax or email this form to the county where your business is located.

Clinton County	Gratiot County	Montcalm County
Becky Stoddard, RN Public Health Nurse III (989) 227-3111 Fax: (989) 227-3126 bstoddard@mmdhd.org	Lisa Mikesell, RN Public Health Nurse III (989) 875-1019 Fax: (989) 875-1032 lmikesell@mmdhd.org	Jamie Shepler, RN Public Health Nurse II (989) 831-3615 Fax: (989) 831-3666 jshepler@mmdhd.org

If you need to report more than one employee, please submit additional pages, one per employee.

HIPAA allows for the disclosure of protected health information, without individual client authorization, to public health authorities, more details [here](#) on page 2.