

[Current_Date]

[Insert first name] [Insert last name]

[Insert home address]

[Insert city, state zip]

Dear [C_Officialname] Employee:

At [C_Officialname], it is our priority to keep our employees and their families healthy. As the coronavirus disease 2019 (COVID-19) continues to spread globally, [C_Officialname] is taking appropriate precautions to address the outbreak by following guidelines from the Centers for Disease Control and Prevention (CDC). Our current approach and response to COVID-19 are outlined below. Please read this information carefully and direct any follow-up questions to your manager or HR.

What is COVID-19?

COVID-19 is caused by a member of the coronavirus family, and it first appeared in late 2019 in Wuhan, China. Symptoms of COVID-19 can include fever, runny nose, cough and breathing trouble. While most people experience mild symptoms, some may develop more severe symptoms, which can be fatal.

COVID-19 is believed to be spread person to person, which means that infection can occur through close contact with infected individuals. Although it is believed that COVID-19 is most contagious when an infected individual is most symptomatic, an individual may still be contagious without exhibiting any symptoms.

Prevention Tips

According to the CDC, the best way to prevent the spread of COVID-19 is to avoid it. Do your part by practicing good hygiene at work and at home:

- Regularly wash your hands for at least 20 seconds throughout the day with warm water and soap, specifically before eating.
- Cover coughs and sneezes.
- Avoid making close contact with others, such as shaking hands.
- Avoid touching your eyes, nose and mouth.
- Frequently clean and disinfect commonly used surfaces with household cleaning spray or wipes.

To help you remain healthy, [C_Officialname] has hand sanitizer and disinfecting wipes available throughout the office. We have limited amounts of these supplies and will continue to restock as we are able. It is suggested you wash your hands more frequently than normal. Additionally, building management has instructed the office cleaning crew to disinfect key areas such as faucets and door handles on a daily basis.

For additional guidance on maintaining your health, see the CDC's webpage on prevention and treatment.

Your Personal Health

If you have symptoms of acute respiratory illness, you should immediately seek medical attention and follow the guidance of your health care provider. If you are exhibiting symptoms, it is recommended you work remotely or take PTO. If you are diagnosed with or aware you've been directly exposed to COVID-19, please notify HR.

Travel

We are not placing a restriction on business travel at this time; however, unnecessary travel should be avoided, and employees should avoid travel to cities that have shut down due to a public health emergency.

Requests to adjust your upcoming travel should be discussed with your manager. Before traveling, please review your destination on the CDC's webpage for specific travel advisories and precautions.

Working From Home

At this time, employees requesting telecommuting should continue to receive prior approval from their manager in accordance with our Telecommuting Policy. If unforeseen circumstances arise, communicate with your manager as soon as possible to request off-site work.

Employees should proactively notify their manager if they would NOT be able to work from home during a public health emergency. Additional details regarding the business continuity plan will be shared as relevant.

Given this is a rapidly developing situation, we will continue to monitor developments and update our course of action as new information becomes available through the CDC. In the meantime, please do your part to stay healthy, and be prepared for potential disruptions. Contact your manager or HR with questions or to discuss any related issues.

Sincerely,

[C_Fname] [C_Lname]
[C_Title]
[C_Officialname]
[C_Phone]