



SAMPLE COMMUNICATION TO EMPLOYEES (COVID-19)

This sample communication should be customized for each employer's company and unique situation. This document reviewed as of March 4, 2020 and is subject to change at any time.

[Company] considers the health and safety of our employees and their families our priority. With that in mind, we would like to provide you with the following information regarding the coronavirus (formally known as COVID-19). We will continue to monitor COVID-19 and will provide updates to you with changes.

Business Travel

Option 1: At this time, we are still operating in a "business as usual" mode and are authorizing business travel as it is needed. However, if you are concerned about traveling, raise your concerns to your supervisor. We will work with you to devise plans to accomplish what needs to be accomplished from your home base if doing so is feasible.

Option 2: We are temporarily suspending [all/specific] business travel until [further notice/specific date]. Speak with your supervisor if you have any questions about cancelling planned travel.

Remote Work

Option 1: If your job allows and you'd prefer to work from home for a period of time, speak with your direct supervisor about making arrangements.

Option 2: The nature of our work/certain positions may make remote work unfeasible. See the "illness and sick leave" section below for guidance. If you have specific concerns, speak with your supervisor.

Family Needs

If you have children who are impacted by a school closing (or may be impacted by one in the future) and this presents a hardship, let your supervisor know. If you are able to work from home to accommodate family needs, we support you with this flexibility with the caveat that you are expected to maintain your high level of performance when working remotely.

Keeping the Workplace Safe

The protocol for protecting yourself and others in the workplace against COVID-19 is outlined by the Centers for Disease Control and Prevention (CDC) guidelines. These are simple everyday practices that can be used both at home and in the workplace to protect against bacteria and viruses:

- Wash your hands frequently;
- Cover your coughs and sneezes with a tissue or the inside of your elbow; and
- Avoid touching your face.

In addition, clean personal workspace items that are frequently touched, such as your desk, computer mouse, and keyboard, with cleaning spray or wipes [indicate if sanitizers/cleaners will be available].



Illness and Sick Leave

If you feel any signs of illness, we encourage you to work from home if your position allows. If you have a fever and cough, notify your direct supervisor and stay home until you receive medical care and recover. **We urge you to stay home and use your sick time if you do not feel well or for preventative care should you feel the need.** Speak with your supervisor if you have specific questions about telecommuting or absences so that your workload can be distributed or deadlines updated.

See our sick leave policy [reference company sick leave policy or special policy implemented temporarily].

Personal Travel

Employees are asked to report all personal travel from and to [CDC Warning Level 3 countries, Alert Level 2 countries, etc.] to [HR or other designated company representative] as soon as possible. This includes your return from any of these countries within the past 14 days and all planned future travel.

Household Risks Related to the Workplace

If someone lives in your household who has been diagnosed with coronavirus, or has traveled to and returned from a [CDC Warning Level 3 country/identified countries of heightened risk as determined by the CDC], or who will do so in the near future, notify [HR or other designated company representative] as soon as possible.

Potential Office Closures

While we do not foresee the need to close any of our offices at this time, we will communicate with all employees should things change. It is a good idea to take your laptop chargers and peripherals home with you after work so you are prepared to work from home if needed.

Thank you for your flexibility and understanding. If you have specific questions or concerns, speak with your supervisor.