

## COVID-19 Email Template

It's important to notify your workers of the situation and the steps you're taking to help. Following is a sample email template to customize and use.

Dear Colleagues,

<<Company Name>> continues to monitor the local, state, and national status of the new coronavirus and remains in communication with various health agencies to provide resources to our communities and keep them updated.

A number of cities and states across the country have declared a "local state of emergency." The term "local state of emergency" applies to the process that city and state governments have engaged in to unlock the financial resources that will be helpful to prepare for steps that are deemed necessary. This term does not mean that the local population is more at-risk than before, but rather that officials want to be more prepared as they continue to monitor this situation.

Following are recommendations for staff, contractors, and families to help prevent the spread of coronavirus and other infectious diseases.

### Telework

We encourage all employees to work remotely from home. During this time, it's imperative that you maintain regular communications with your team members, managers, and clients. If you have questions about telework policies and best practices, please contact <<name and info>>.

### Onsite Travel

Where possible and practical, we ask that employees limit travel to client sites and corporate offices. If you must appear at an office or client location, please observe the following:

- Stay home when ill. This includes symptoms such as fever, cough/difficulty breathing and/or intestinal problems. Stay home at least 24 hours after you are fever free.
- Frequently wash hands for at least 20 seconds with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60 percent alcohol.
- Cough/sneeze into your sleeve (elbow) or a tissue, then throw the tissue in the trash and wash your hands.
- Clean and disinfect frequently touched objects and surfaces such as door handles.
- Avoid touching your eyes, nose, and mouth.

We are taking every precaution to ensure that our employees and clients have access to pertinent information, critical updates, and developments.