**SAMPLE NOTICE TO TEMPORARY EMPLOYEES REGARDING THE NOVEL CORONAVIRUS (COVID-19)\***

As a valued member of the [STAFFING FIRM NAME] team, your health and well-being are important to us. While many questions regarding the novel coronavirus remain unanswered at this time, there are practical, commonsense ways for you to take care of yourself, protect others, and monitor latest developments.

Based on guidance from the [U.S. Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html), [STAFFING FIRM] recommends that employees

* Avoid close contact with people who are sick
* Avoid touching their eyes, nose, and mouth
* Stay home when they are sick
* Cover their cough or sneeze with a tissue, then throw the tissue in the trash
* Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
* Not wear a face mask unless they show symptoms of respiratory illness, including COVID-19
* Wash their hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing their nose, coughing, or sneezing (if soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol)

[INSERT INFORMATION REGARDING APPLICABLE LEAVE POLICIES, RESTRICTIONS ON EMPLOYEES WHO HAVE RECENTLY BEEN IN COUNTRIES SUBJECT TO GOVERNMENT TRAVEL ADVISORIES, OR OTHER RELEVANT INFORMATION]

Employees who have questions or concerns regarding this information, [STAFFING FIRM’S] leave policies, or any other issue, should speak with [THEIR IMMEDIATE SUPERVISOR].

To learn more about the novel coronavirus and keep up with the latest developments, see the [About Coronavirus Disease 2019](https://www.cdc.gov/coronavirus/2019-ncov/about/index.html) and [CDC’s Frequently Asked Questions and Answers](https://www.cdc.gov/coronavirus/2019-ncov/faq.html) webpages. For information about handwashing, see [CDC’s Handwashing](https://www.cdc.gov/handwashing/) website.

\* This sample notice is not intended and should not be construed as legal advice. Staffing firms should tailor their communications to workers based upon their own circumstances and upon the advice of legal counsel.