To: [Insert company employees]

From: [CEO, COO, Safety Director or HR Director]

Subject Line: Coronavirus (COVID-19) Update

If you’re like me, you haven’t been able to turn on the radio or TV without hearing about coronavirus (COVID-19). This very important and serious matter is affecting businesses and communities around the world and ours is no exception. With confirmed cases of COVID-19 in our community, it has now been brought to our doorstep.

Nothing matters more to us than getting you home safely to your families each day.

Just as we follow state labor laws and industry best practices, it is important to follow the guidelines set by the Centers for Disease Control (CDC) and World Health Organization about how to protect ourselves and our customers from COVID-19.

We are applying those guidelines to our work and have put the following protocols in place to keep ourselves and our customers safe.

How We Are Responding

Like many businesses, we are taking appropriate measures to protect our workplace and employees from contracting and spreading COVID-19. By adhering to the following actions, you can help keep yourself and your co-workers safe.

- Do not attend work if you are sick.

- If you have a fever (temperature of 100.4 or higher) or are ill, seek medical attention and follow the advice of your medical practitioner. If you have been sick, you should not attend work until you are fever-free and free from symptoms for at least 24 hours.

- Maintain good personal hygiene. Keep your hands clean. Wash often with warm water and soap for at least 20 seconds. If soap is not available, use hand sanitizer. Use
sanitizer any time you shake hands or touch a surface that could be germ covered. Keep your hands away from your face. If you touch an object or surface that has flu, cold virus or COVID-19 on it and then touch your mouth, nose or eyes, you could get sick.

- Any employees traveling to a Risk Level 2 or 3 country as identified by the CDC must remain away from work for 14 days after returning to the U.S.

- If you think an employee may be showing symptoms of COVID-19, please inform your supervisor or HR lead.

We know this is a difficult and stressful situation. We will work together to support one another and promote public health. If something comes up that is not addressed here, please consult your manager so that we can work proactively to address the situation.

This situation is extremely fluid. Things change daily. As developments arise, rest assured that we will handle them in an efficient and timely manner.

In the meantime, below is more general information on COVID-19, its symptoms and measures the CDC recommends we take to prevent its spread. Please take some time to read through them.

**General Information on COVID-19**

Please read the information here on how to prevent the spread of COVID-19 as well as its signs and symptoms. If you are experiencing any of these signs, contact your foreman or manager right away. If you are feeling sick, please stay home.

Additional information on COVID-19 and how our national and local public health authorities are responding can be found in the Resources section at the close of this email.

We are a family. Rest assured that like a family, we will support each other, and our customers, through this.

**How To NOT Catch Coronavirus**
There are simple things you can do to help keep yourself and others healthy.

- Wash your hands often with soap and water for at least 20 seconds, especially after blowing your nose, coughing or sneezing; going to the bathroom; and before eating or preparing food.
- If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if your hands are visibly dirty.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your 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.

*Source: CDC. Share Facts About COVID-19.*

**Coronavirus (COVID-19) Signs and Symptoms**

- Fever
- Cough
- Shortness of breath

Seek medical advice if you:

- Develop symptoms

AND

- Have been in close contact with a person known to have COVID-19 or live in or have recently traveled from an area with ongoing spread of the disease. Call ahead before
you go to a doctor’s office or emergency room. Tell them about your recent travel and your symptoms.

There is currently no specific antiviral treatment recommended for COVID-19. People who think they may have been exposed to it should contact their foreman or manager and healthcare provider immediately.

*Source: CDC. Coronavirus Symptoms.*

Reliable Resources for More Information on COVID-19

The CDC is updating its website daily with the latest information and advice for the public. The WHO is also a reliable source of information about COVID-19.

- CDC – Coronavirus Disease
- WHO – Coronavirus Disease (COVID-19) Outbreak

If you have additional questions about COVID-19, your local health department is a good source of information.

[Insert links to your state and/or county department of health website pages addressing COVID-19 here.]

Together, we will get through this and will help our customers do the same. Our goal is not to inflate concerns but to respond appropriately with critical information so we can continue to operate at a high level.