TO BE TYPED ON “EMPLOYER” STATIONARY

To: All “Employer” Employees

FR: (Name)  
Re: COVID-19

DA: March 13, 2020

You are all aware of the COVID-19 virus (coronavirus) that has been spreading across the globe. “Employer” seeks to maintain a safe workplace for all employees in accordance with applicable law. In an effort to keep our environment safe, all employees should take steps to reduce the transmission of infectious disease in the workplace. For example, the CDC recommends that basic hygiene practices be followed, such as frequent hand washing with warm, soapy water; covering your mouth with your arm (Not Hands) whenever you sneeze or cough; and discarding used tissues in wastebaskets. The CDC recommendations can be found at the following website:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

In addition, the Center for Disease Control and Prevention (CDC) recommends that employees who have symptoms of acute respiratory illness stay home and not come to work until they are free of fever (100.4° F or greater using an oral thermometer). If you are out sick or show symptoms of being ill, you may be required to provide documentation from your medical provider in accordance with applicable laws. Employees who are well but have a sick family member at home with COVID-19 should notify Human Resources immediately and refer to CDC guidance for how to conduct a risk assessment of their potential exposure. “Employer” will treat any medical information confidentially - subject to applicable laws and government requirements.

“Employer” will continue to follow its regular attendance, paid time off and leave policies. All issues relating to the coronavirus will be evaluated on a case-by-case basis. Please reach out to Human Resources with any questions or concerns.