

Sample Employee Communication

Dear Colleagues,

Your health, safety, and well-being are among our highest priorities at []. With recent developments regarding COVID-19 (the 2019 novel Coronavirus), we want to take a moment to reinforce best-practice preventative safety measures and reference our process and procedures to keep [] staff healthy.

First, it is important to remember that at this time, according to the [Centers for Disease Control](#) (CDC), there are over [1,000] confirmed cases of the Coronavirus in the United States. We are closely monitoring the situation and are taking guidance from health experts like the CDC. The immediate health risk to the public remains low. There is currently no recommendation to disrupt normal activities at work or at home.

We encourage staff and our partner organizations to be mindful of preventative measures that can be taken. The CDC offers some [tips on its website](#) that can be useful in preventing many types of illnesses, including the flu. In addition, please remember that if you are sick, you should not be at work. Anyone should be fever-free for 24 hours before returning to work after an illness. Staying home when staff are sick is one of the critical pieces of workplace illness prevention. Please do not hesitate to contact [INSERT HUMAN RESOURCES CONTACT] if you have questions regarding sick leave.

Proactive Steps to Stay Healthy

The 2019 novel Coronavirus is believed to be spread through the air when an infected person coughs or sneezes, much in the way influenza, and other respiratory viruses spread. Because of this, individuals are encouraged to follow these common-sense practices:

- Wash hands regularly for at least 20 seconds using soap and water.
- Avoid the touching of eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Staff are asked to stay home if they exhibit cold or flu-like symptoms.
- Cover mouth and nose with the inside of the arm or with a tissue when coughing or sneezing. Throw the tissue away immediately. Wash hands as soon as possible afterward.

The CDC has also published a list of [frequently asked questions](#) including topics related to how it spreads, travel, pregnancy, schools, and personal protective equipment. Please let us know if you have any questions.