

[Insert Company Name and Logo]

COVID-19 Pandemic Communication Letter to Employees

[This is a guidance document, recognizing that you may wish to modify key elements based on the nature of your business and/or input from your legal counsel.]

Dear Employee,

To stay compliant with new legislation, including the *Families First Coronavirus Response Act* (FFCRA) and any applicable state paid sick leave laws, [Company Name] has created leave policies to accommodate, when possible, your needs for a potential leave due to quarantines, isolation orders, or school closures related to COVID19. Please contact [insert name/contact details or department] if you are in need of such leave for further assistance.

At [Company Name], your health and safety are our highest priority while also minimizing the disruptions to our day-to-day operations. Since the virus is highly contagious, we ask you to support everyone's wellbeing by reading the information below and taking appropriate action.

- Wash your hands often with soap and water for at least 20 seconds or with an alcohol-based hand sanitizer that contains 60-95% alcohol.
- Cover your mouth and nose when coughing or sneezing with a tissue or your elbow — not your hand — and discard the tissue immediately after. **The Company will continue to provide hand sanitizer and tissues to all employees.**
- Routinely clean work surfaces. **The company will continue to provide disinfectant wipes to all employees.**
- Cancel in-person meetings and use alternative communication channels such as video conferencing or phone calls.
- Request remote work arrangements if possible. The Company will consider, on a case-by-case basis, requests from employees to work from home during this time.
- All non-essential travel should be avoided until further notice.
- Stay home when you are sick and contact [insert name/contact details or department] right away. If you are experiencing cold- or flu-like symptoms, or simply a runny nose, body aches, headache, chills, or fatigue and/or if you have had contact with a potentially infected person, please stay home.

To stay up-to-date with the latest guidelines specific to COVID-19, visit the following websites: [The Centers for Disease Control and Prevention](#) (CDC) and the [World Health Organization](#) (WHO).

We will continue to share the latest guidance and information with you. We want to wish everyone health and safety for yourselves, your family, and our entire team. We are all in this together. Thank you for your continued dedication to and support of [Company Name].