

DISCLAIMER: THIS SAMPLE CORRESPONDENCE IS FOR INFORMATIONAL AND EDUCATIONAL PURPOSES ONLY. THIS DOCUMENT IS NOT AND SHOULD NOT BE CONSIDERED LEGAL ADVICE. IF YOU NEED LEGAL HELP PLEASE CONSULT A LICENSED ATTORNEY WHO MAY REVIEW ALL THE RELEVANT FACTS AND CIRCUMSTANCES OF YOUR SITUATION.

Dear Staff,

There is mounting anxiety surrounding the Coronavirus (COVID-19) and its implications for populations worldwide. As always, our first and foremost concern is for the health and safety of all of our staff. We wanted you to be aware that both the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO) have outlined basic measures that you can take to protect your health and the health of others:

- Regularly and thoroughly wash your hands with soap and water for at least 20 seconds or clean them with an alcohol-based hand rub. In this regard, dispensers containing hand sanitizers throughout the office have been replenished and portable ones will be delivered to our employees this week.
- Avoid close contact with people who are sick.
- You should avoid touching your eyes, nose and mouth.
- Cover your mouth and nose with a tissue (or bent elbow if no tissue is available) when you cough or sneeze and dispose of any used tissue immediately.
- We ask you to stay home if you feel sick and notify your supervisor. Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day should go home immediately. If you have a fever, cough and difficulty breathing, we advise that you seek medical attention if needed. You are also permitted to stay home to care for a sick family member.
- You should clean and disinfect frequently touched objects and surfaces. In this regard, we will be providing disinfectant wipes in all pantry areas for you to use as needed.
- If you have meetings planned that will be part of large gatherings and/or travel that make you uncomfortable, please speak to your supervisor about ways to address.

If you have personal travel booked to any of the at-risk countries identified by the Center for Disease Control, including, China, South Korea, Hong Kong, Italy, Japan, Iran, Singapore, Thailand, Taiwan, and Vietnam, we encourage you to exercise judgement on whether to make the trip. If you have visited any of these areas within the past 14 days, please inform HR immediately and **before** coming into the office.

In addition to observing the safety precautions described above, if you have already been to one of these countries on personal travel, you are required to work from home for a 14 day period upon your return, and can only return to the office if symptom free. You must notify Human Resources of the dates of your trip to any of these areas that have been significantly impacted by the coronavirus outbreaks.

Please see the following link to CDC Travel for additional information regarding travel and the coronavirus: <https://wwwnc.cdc.gov/travel>.

If you are confirmed to have the Coronavirus, please inform HR immediately. Employees who are well but who have a sick family member at home with Coronavirus should notify Human Resources and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

Additionally, we want you to know that we have assembled a team to help us best support our system's needs and responses to the current and developing situation. We have asked [Insert Point of Contact] to coordinate our efforts. They will report to us on those efforts, and they will also make sure that others of you are consulted and kept informed.

The situation regarding the Coronavirus is changing rapidly and we are closely monitoring it.

Further adjustments to our travel restrictions or self-quarantine obligations may be required, and you will be notified as appropriate.

Our goal is to provide a safe, healthy work environment for all of our employees as well as our subtenants who have been provided with this information as well. Your cooperation and assistance will be appreciated. If you have any questions, please contact [INSERT HR CONTACT].

Many thanks,