**NOTE: As with any employee communication involving COVID-19, please review with your HR and/or legal teams to ensure your communications are meeting company guidelines. The below is just a sample template and should be edited to fit your business needs and environment.**

**Subject Line: COVID-19 and Maintaining Healthy Business Operations**

We all know we are in unprecedented times in our nation, world and our lives. This has impacted each and every one of us along with our family and friends. As an essential business service, we have an obligation to keep all of us healthy and safe while delivering the essential services our customers need (in many cases to save lives).

I want to thank each and every one of you for stepping up and performing like professionals. This is new territory for all of us and you should be proud of the way you have responded. These special times require special people. All of you have shown the special spirt. You should all be proud of yourself.

I want to make sure we maintain that spirit by keeping all of us safe. Please make sure everyone is practicing the procedures and processes we have discussed previously along with additional procedures to mitigate the risk of getting the disease.

* When in the office, you should remain in your dedicated workspace (much wider than 6 ft).
* Use phone to communicate when possible.
* When you do need to move for restroom break, etc... please use the CDC guidelines of minimum 6-foot social distancing.
* Per CDC guidelines, they suggest that soap and water will work to clean doorknobs and surfaces. The recommendation is to not use a disinfectant on a wet surface. We have paper towel in the bathroom to clean all surfaces. Wet the towel and add soap using the dispenser. Then use a clean wet cloth to wipe it clean. Use a dry towel to handle the doorknob after you have cleaned it to exit. Please use what you need but keep in mind paper products have been scarce.
* Do not share keyboards, mice, pens, phones, etc. and clean them when you arrive and leave using disinfectant wipes. Again, they too are scarce so with this in mind, use what you need.
* For food and beverage, you should consider not using the public water and coffee machine. If you do, use the same cleaning procedures mentioned previously.

Bottom line is just use common sense and follow the CDC recommendations we have all seen in the various media outlets.

I am monitoring the CDC and media and we will pivot, if necessary, as the situation and environment warrants.  If you have any questions do not hesitate to ask.