**Telework messaging for employees:**

Out of an abundance of caution for the health and safety of our staff, the City of Your City has made the decision to officially close {locations, name of building, etc.} and require non-essential staff to telework as of {date}. This operating status will be in the effect until {date}. We will continue to assess the overall situation on a regular basis, including the extension of this policy, as required.

This is not a decision we made lightly and we appreciate the disruption to your daily life this could potentially cause. It is important we all do our part to mitigate the spread of this virus—and we felt it was necessary to ensure we are participating in appropriate social distancing.

We will follow-up with additional important information including, information on expectations of your work while this policy is in effect and tips for improving your telework experience.

This is an unprecedented time, but we will get through it together. Thank you for your continued dedication to the cities, towns and villages of our country—they need our support now more than ever.

1. Business functions, including employee payroll, accounts payable and receivable, human resources activities, and data and technology support, will continue uninterrupted. The front desk telephone number will be answered and transferred remotely. Mail and shipment intake will occur approximately weekly.

2. We understand that other members of your household might be home, too, and there might be disruptions to telework. Do your best to manage the disruptions, request time-off if you are sick or caring for someone else, and offer tolerance and flexibility to colleagues. You may find that you work at unusual hours – that’s o.k. if it’s what gets the job done well.

3. Keep in mind that our goal in implementing All Staff Telework is to achieve social distancing in support of the health of our communities. Please do not schedule in person meetings with other team members.

Please let us know how we can support you and your team during this unusual and demanding time. Thank you for your commitment and hard work.