

March [], 2020

Dear Families and Friends,

I am sure you are all aware of the Coronavirus (“COVID-19”) which is making the news throughout the world therefore, [COMPANY] has chosen to be proactive and follow the guidelines established by the The Center for Disease Control (“CDC”), Occupational Safety and Health Administration (“OSHA), [LOCAL OR STATE HEALTH DEPARTMENT] to ensure the health and safety of our employees and patients.

As with any virus, we must be diligent to ensure we do not actively spread the virus. Our employees are trained to recognize the signs and symptoms of COVID-19 as the understanding of the virus continues to evolve. The best way to avoid spreading any virus is to contain the transmission of the virus. The symptoms of COVID-19 are similar to the common cold or influenza; however, the impact can be much worse on people with health issues. Given COVID-19 is an upper respiratory virus, it can cause breathing difficulties. The CDC recommends people stay home if exhibiting signs and symptoms of COVID-19 such as fever, cough, and/or difficulty breathing until asymptomatic for at least 24 hours. This is because the CDC has reported that a person with COVID-19 could be contagious, but not exhibit symptoms immediately, for up to 14 days.

Although [COMPANY] is diligence in our everyday infection control and prevention measures, we have increased our vigilance. We will:

- disinfect all frequently touched objects, equipment’s, and hard, non-porous surfaces multiple times a day
- require employees to follow great hand hygiene such as using hand sanitizer and handwashing for at least 20 seconds multiple times a day
- cover their cough or sneeze with a tissue
- question all employees upon arrival to the site to assess for actual or potential exposure
- immediately send home any employee who presents with signs of fever, cough, and/or difficulty breathing (or seek medical treatment for those who are unable to leave immediately) and prohibit the individual from returning until asymptomatic and medically cleared by a physician

We are confident such diligence, if practiced by all, will be successful in keeping all of us healthy during this viral outbreak.

If you have any questions, please contact [insert title].

Thank you.