[Date]

Dear employees,

With the continued concerns associated with Coronavirus (COVID-19), we want to assure you that we are monitoring the situation so that we will be in the best position to protect employees and minimize disruption to our business. It should go without saying that if you are feeling sick, you should stay home from work. If you have been in a situation where you may have been exposed to the virus, you should work from home.

We urge everyone to follow the World Health Organization standard recommendations to prevent the spread of infection. This includes washing hands regularly and thoroughly, covering your mouth and nose when coughing or sneezing, avoiding touching your eyes, nose and mouth, staying away from crowded venues and voluntarily isolating yourself if you feel sick.

Additional precautions –

* If you haven’t already, get a flu shot. The flu shot not only reduces your risk of having to go to a doctor, it also helps prevent you or someone else getting the flu and COVID-19.
* Politely decline handshakes until the threat has passed.
* Wash your hands often with soap and water for at least 20 seconds (sing the Happy Birthday song twice through)

We’re proud to work with a team that exercises strong judgment and know you’ll continue to make smart decisions to ensure everyone’s well-being. We are taking additional precautions in all of our offices by providing disinfecting wipes, hand soap and hand sanitizer and have contacted property management/landlords at each of our offices to request more frequent cleaning and disinfecting.

Bottom line: Protecting the health of all our employees is our top priority. We will continue to monitor the situation and send further updates as the situation warrants.

Additional resources for information on the virus:

* [World Health Organization (WHO)](https://www.who.int/emergencies/diseases/novel-coronavirus-2019)
* [Centers for Disease Control & Prevention in the US](https://www.cdc.gov/coronavirus/index.html)
* [Public Health England](https://www.gov.uk/government/organisations/public-health-england)
* [Gouvernment Information - France](https://www.gouvernement.fr/info-coronavirus)
* [Die Bundesregierung - Germany](https://www.bundesregierung.de/breg-en/issues/ausbreitung-coronavirus-1726158)
* [Department of Health - Australia](https://www.health.gov.au/news/health-alerts/novel-coronavirus-2019-ncov-health-alert)
* [Ministry of Health - Singapore](https://www.moh.gov.sg/)

If you have questions about how to handle specific work-related scenarios during this pandemic, please contact me.

Sincerely,

[Name, title]