**Example MEMO for Employees:** Change out County Reference

Although the Coronavirus (COVID-19) has not impacted any of our Boosters directly (as far as I know), I want to update you on preparations so you may best serve our clients. The speed with which COVID-19 has spread, and the uncertainty that still surrounds it, **have made for an unpredictable situation.** There is much fear and stigma to combat this week as employees head back to work. This is no joke .

* **Optional Resources include:**
* **(insert any resources you would want to include)**

While there are no confirmed cases among our employees as of now, the rapid spread of the disease makes it likely that we will be impacted before this is over with. Considering this reality, we wanted to share with you some of the issues our leadership team has been discussing.

**Who Informs Our Decision Making?** We will continue to look primarily to local, state and federal health departments for guidance in addressing the Coronavirus outbreak. They are the experts in this area. Our company will follow recommendations from the CDC, The Illinois Department of Public Health, Lake Country Department.

**What If Someone Has COVID-19 in our company?** If we become aware that a team member of ours has been diagnosed with COVID-19, for safety reasons we will notify the Lake County Health Department and then notify our employees of a potential exposure within our business. We will also share if and/or how the working schedule and/or business hours may be impacted. Notifications for employees, clients will occur in the same way that we would announce other emergency closures, using a combination of emails, text messages and website/social media announcements deemed to be appropriate if and when this occurs.

**Canceling Work Commitments:**Our first and most important responsibility is to safeguard the health and well-being employees, clients and their communities. To that end, we will follow the Lake County Health Department and the Center for Disease Control’s guidance and their direct recommendations when considering any cancellations. At this time, there is no recommendation for our business to close.

**Will We Be Virtual to our Clients or Their Staff?** Yes. We are confident the use of our current virtual and/or remote working policies are our best opportunity to support our customers during what is proving to be a challenging time.

**Spring Break**: We understand that some families may be traveling over spring break. We will adhere to the recommendation of the CDC which is for any persons traveling to a Level 2 or 3 area (China, Japan, Italy, Iran, Korea and Seattle, subject to change) to self-quarantine upon their return for 14 days. Also, persons who are in contact with anyone who has a positive diagnosis of COVID-19 must remain quarantined for the required 14 days. Otherwise, **at this time**, we anticipate employees to return to work following spring break as scheduled personal with their respective manager. I kindly ask that you complete a form from HR to indicate where your travels plans will take your family if you are indeed traveling for spring break. This is being requested in the event that a family visits an area that becomes a ‘hot spot’ for COVID-19.  Additionally, we may require a 14-day period of time that you may not return to work if your travels are to an area that becomes a known ‘hot spot’. Although this may inconvenience, our intentions are to keep our entire community as healthy as possible. I want to thank you in advance for your cooperation should we need to require this of you.

Additionally, after speaking with our cleaning service, they have confirmed that they clean and sanitize our workplace with recommended disinfectants approved to kill many germs and viruses including Coronavirus.  You are welcomed to clean your own commonly touched surfaces as you deem necessary to feel comfortable at work.

In the meantime, we would like to remind you of these basic steps that everyone should be taking to minimize the spread of this and any respiratory illness:

* Stay home when you are sick. Cough and congestion could be a cold. This illness begins with a fever and dry or sore throat.
* Wash your hands with soap and water for at least 20 seconds.
* Avoid touching your eyes, nose and mouth with unwashed hands.
* Avoid close contact with people who are sick.
* Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
* Clean and disinfect frequently touched objects and surfaces with approved disinfectants.

We will continue to monitor this situation and keep you informed of any new information as it develops. Thank you for your cooperation. I know I can count on you each for doing everything you can to qualm there fears regarding the impacts on their business. **If you are nervous or consider yourself HIGH RISK, please contact me personally so I can do everything I can to resolve the situation while aiming for the least impacts on service for our clients.**

Sincerely,

Your Name