**Memo: Coronavirus and Flu Prevention**

Date:

To: All employees

From:

In light of the COVID-19 (coronavirus) pandemic, and the fact that the seasonal flu virus is also widespread, we are taking proactive steps to address a number of business concerns. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors or others. We also want to ensure the continuity of business operations during this pandemic.

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

* Stay home when you are sick.
* Wash your hands frequently or use alcohol-based hand sanitizer.
* Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
* Avoid people who are sick with respiratory symptoms.
* Clean frequently touched surfaces.
* Get vaccinated against COVID-19 and the seasonal flu.

[Company name] will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Employees are encouraged to use the telephone and videoconferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until they are free of fever for at least 24 hours without the use of fever-reducing medications, the employee’s symptoms have improved and at least five (5) days have passed since the symptoms first appeared.

Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work while sick will be sent home in accordance with these health guidelines.

While we currently do not offer formal telework arrangements, [Company name] will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Please contact the human resources department with any questions or concerns.