[Template] Email for Employees

*This communication to employees explains your operational plans as food and agricultural businesses continue to operate as essential infrastructure during these times. With the current plethora of news it may not be immediately apparent to everybody how your daily work is impacted.*

Dear All,

In light of the ongoing response to COVID-19, in particular the most recent [order/executive] from [date] I would like to provide you an update on what it means for our business.

While “non-essential” business and travel are not allowed under this [order], the **food and agriculture industry** were **identified as critical infrastructure**. As we are part of the [country/state] agriculture sector, [company] will remain operating while following clear health and safety guidelines to prevent the spread of COVID-19.

**Our top priority is the health, safety and well-being of our employees and the customers we serve every day. Please remember to follow these safety measures:**

* Minimizing personal contact and working remotely where possible
* Frequent handwashing
* Maintaining six feet (two meters) of separation from others
* XXX
* ...

[List any other details about how employees work time will be scheduled, or how operations may change to ensure social distancing in the workplace.]

**If you feel sick, or if you have been in close contact with anyone who feels sick, do not come to work, contact your manager and get in touch with your doctor.**

[In addition, employees commuting to and from your place of work must print and carry the attached letter with you.]

Thank you for your continued hard work and determination as we navigate this ever-changing situation. Feeding the world is an essential task and it is critical we continue to support our farmers. By making the efforts outlined above, we can keep agriculture healthy, safe and strong.

Sincerely,

Name of Company Owner