*This memo is meant only as a sample or guide and does not constitute legal or medical advice.  Please update the memo so that it is applicable to your business and verify your specific state policies with your Department of Labor.*

**Memo: Coronavirus and Flu Prevention**

Date:

To: All Employees of (Company Name) From: (Doctor(s) Name)

The world health community continues to monitor closely the emergence of the SARS-CoV-2 virus and the disease it causes, named “coronavirus disease 2019” (COVID-19). At this time, no one knows how severe this outbreak will be. Given this uncertainty, and the fact that the seasonal influenza (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, our patients, visitors or others. We also want to ensure the continuity of business operations in the event of a 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 with warm, soapy water for at least 20 seconds.
* Avoid touching your face.
* Cover your mouth with a tissue or with your sleeve whenever you sneeze.
* Discard all used tissues in the trash immediately after use.
* Avoid people who are sick with respiratory symptoms.
* Clean frequently touched surfaces.

We will provide alcohol-based hand sanitizers throughout the workplace and in common areas, subject to availability and cost. Cleaning sprays and wipes will also be provided to clean and disinfect frequently touched objects and surfaces such as counters, desks, telephones and keyboards.

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 at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. 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 ill will be sent home in accordance with these health guidelines.

Unfortunately, we are unable to offer telework arrangements to our employees because we work directly with the public. We are implementing new check-in requirements to prevent sick patients from visiting the practice to minimize any exposure to our other patients and our employees. Employees may be asked to wear personal protective equipment, such as masks and gloves as the situation progresses. Should the practice be unable to maintain its current patient volume, we may have to adjust the practice’s schedule. We will keep our employees updated as we continue to monitor the situation.

Please contact the Practice Owner or Office Manager with any questions or concerns.