**Office Closure Due to COVID-19 (Coronavirus)**

**How do I notify my patients of the office closure?**

It’s important to keep open communication with patients during this time. You can contact them via phone, email and text to reschedule their appointments for a later date to be sure they are taken care of. Explain the reason for the change and that you have their best interests in mind. Below is a sample closure announcement that you can mail, email and text to your patients. We are also seeing many practices post a notice on their website and social media pages.

**Sample Closure Announcement**

Announcement from [insert practice name]:

NOTICE OF TEMPORARY CLOSURE

Dear [Practice Name] Patients,

In light of the evolving pandemic and strong suggestions by public health officials, we have made the difficult decision to temporarily close our practice from [Start Date] to [End Date]. We do not make this decision lightly, however our top priority is the health and well-being of our patients, families, staff and community.

If you have an appointment scheduled with us this week, our office will be in touch to help reschedule your appointment.

In the case of emergency situations, we WILL have a doctor on call. If you need emergency care, please call our office [or specific phone number here] as you normally would and one of our doctors will contact you.

We will continue to monitor the situation as it evolves and the guidance from the county, state and the CDC. For now, we will determine on a [enter a time frame i.e. weekly] basis when it is appropriate for us to return to our normal business hours.

Again, please understand that we are making this decision with the health and well-being of our patients, our families, our team and our community in mind.

We thank you for your patience during this challenging time and wish all of you continued health.

Sincerely,

[name practice or doctor(s)]