Date: [Date]

Hi Team,

We know this is a crazy time with all of the COVID-19 information going around so I wanted to touch base on how it will affect us. For the time being, we have decided to temporarily close the practice from [Start Date] to [End Date] as suggested by public health officials to prevent the spread of COVID-19. With that being said, we know this will cause some of you economic hardship and we want to inform you of your options during this temporary closure:

1. **Paid Time Off Hours** - If you have available PTO/Vacation/Sick Leave available, you may use it to help supplement your wages at this time.
2. **Unemployment Insurance** – Due to a reduction in hours, you are eligible for unemployment benefits through our state’s unemployment program. These can be applied for online through this link: [Insert your state’s unemployment program]
3. **Disability Insurance** – If you're unable to work due to medical quarantine or illness related to COVID-19 (certified by a medical professional) then you may be eligible for disability benefits. You can file a claim here: [Insert your state’s disability insurance program, if applicable. Remove if not applicable in your state.]
4. **Paid Family Leave** - If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional) you may be eligible for Paid Family Leave benefits. You can file a claim here: [Insert your state’s Paid Family Leave insurance program, if applicable. Remove if not applicable in your state.]
5. **Workers’ Compensation** - If you are unable to do your usual job because you were exposed to and contracted COVID-19 during the regular course of your work, you may be eligible for workers’ compensation benefits. [Insert Workers Compensation procedures for your office here]

We know this is a difficult time and we are here to support you as much as we can. We will continue to stay updated on all COVID-19 regulations in our area and will keep you updated if anything changes.

Please let us know if you have any questions!

Best,

[Employer Name]