**COVID-19 Employee Communication Template**

Dear Colleagues,

As we continue traverse these uncertain times derived by the unprecedented situation caused by the COVID-19, we have seen changes in the way we work, socialize and live in general. Nevertheless, it is who adapts better to these situations who will be the less affected. Adapting will help assure we <continue to be/become (Company’s vision and mission)>

Being our collaborators’ wellbeing our main priority we have implemented the following measures to preserve health and safety:

* <Hand sanitizers in every entrance>
* <Home office for administrative positions until further notice>
* <Limited number of people in meetings>
* <Temperature monitoring stations>

We urge you to keep following the individual recommendations from the authorities and we remind you to frequently wash your hands, avoid touching your face, avoid contact with sick people, and do not leave you home unless necessary until stated the contrary for what we know as social distancing.

# If you present symptoms such as dry cough, fever, tiredness and/or difficulty breathing do not leave your place and contact your health provider and <HR department> within the organization.

This situation has proven to change often for which we will be providing communications regarding this matter <every week>. We thank you for your efforts and we will come through this times stronger than we were.

Sincerely,

<Name and Signature>

<CEO>