

YOUR COMPANY

123 YOUR STREET
YOUR CITY, ST 12345
(123) 456-7890
NO_REPLY@EXAMPLE.COM

February [xx], 2020

PLEASE MAKE A COPY AND EDIT YOUR OWN COPY AS NEEDED & PLEASE HELP BY SUGGESTING CHANGES TO THE MAIN TEMPLATE. NOTE, I'VE ACCOUNTED FOR MULTIPLE BUSINESS TYPES

Hello [COMPANY] Team,

On February 25th, the CDC formally announced that businesses and individuals should prepare for the likelihood of “disruption to daily life” which may be severe in nature. In line with this recommendation, [OUR BUSINESS] has created the following plan to protect the health and goals of our team.

{Introduction for your business... We have created three groups for our team. You will be assigned a group based on your supervisor's assessment.}

- Group 1 - These are individuals who can easily work from home with marginal disruption to our goals.
- Group 2 - These are individuals who have some work which is greatly assisted by physical access to our offices.
- Group 3 - These are individuals who have critical tasks which require physical access to our offices.

Out of an abundance of caution, we will be implementing proactive work from home for all personnel assigned to Group 1. *(This not only limits exposure of*

Group 1, but also limits the exposure surface for workers with in-office tasks.)

Group 2 should use this time to transition as much of their work as possible to remote. You should work from home if you notice any symptoms of illness, even a minor cold. If there is a possibility of COVID-19 exposure for you or someone you live with, you will be expected to self-quarantine for 14-24 days. Group 2 should be prepared to work from home exclusively once there is evidence of community spread local to the Bay Area. This means preparing your home office now and requesting materials and equipment necessary for you to conduct your work from home.

Group 3 members have essential in-office tasks which cannot be transitioned to home. These team members are expected to collaborate and form a plan to minimize disruption, while understanding that in-office work may be interrupted. We recommend taking precautions such as staggering time on equipment and in the office if possible. Please work together to prepare for the likelihood of remote-focused work, and work on distributing equipment and tasks (where necessary) to minimize disruption to development timelines if there is a quarantine event.

All groups will work exclusively from home once the CDC suggests businesses transition to remote work or if any direct contact is confirmed to have the virus.

We recommend taking precautions such as cleaning surfaces before and after touching them, wearing PPE while on public transit, and preparing your home and personal space. Please understand that we may not have information on the full exposure profiles of all team members and office staff, including cleaning and maintenance crew, and will therefore treat the office as a “red” *potentially contaminated* zone after there is any evidence of community spread. As such, take caution when eating or drinking and do not eat or drink while wearing PPE. Learn how to test the fit of your PPE and how to put on and take off PPE properly, there are resources linked below including tutorials at the end of the Coronavirus Overview link.

These measures reflect an abundance of caution as well as our heartfelt well-wishes for you and your families. Our goal is to treat them as we would our own families and do our utmost to protect you and them during this time.

Throughout this process we have the following expectations for **all** team members:

- Clean/disinfect surfaces before and after touching them.
- Minimize handshakes and hugs – we are adopting the “[virtual elbow bump](#)” and will not take it personally.
- Once there is evidence of community spread you will be required to wear PPE if you are in our office. At a minimum, this means a surgical mask (which can protect others but does not provide strong protection for yourself) to minimize risk to others. We will have a supply of surgical masks available for you. If you wish to wear additional protection at any time, we fully support that measure. [Consider if your business can obtain N95/N100 for office workers after community spread / for essential personnel].
- We have added bleach tabs to all of our restroom toilets to minimize risk and maintain sanitation.
- We have made a supply of hand sanitizer available. Please wash your hands frequently.
- [Expectations for availability by phone / email / slack during all working hours, except when in a scheduled meeting.]
- Please make sure you have the latest versions of our software installed: [Links to downloads of SELECTED TELECONFERENCING AND REMOTE WORK SOFTWARE for all meetings. Note: some workers in China noted that their dial ins became slow and they had issues with conferencing software during the quarantines – please plan accordingly.]

- Please create a list of tasks you have which will be dependent on access to our offices and suggest any measures which may make it possible to perform these tasks remotely (to the best of our abilities) in the event we must shelter in place.
- Please let us know if you are ill and unable to work. You are not required to provide a doctor's note *during this time* – our system will temporarily run on the honor code. [note: I have added the language in italics so as not to set workplace precedent or generate a formal policy update]
- We recommend that employees consider having enough food, medicine and supplies if they must shelter-in-place for up to 3 months.
- Please work together to prepare for the reasonable likelihood of remote-focused work, and work on distributing equipment and tasks (where necessary) to minimize the disruption.
- [legal disclaimer (draft) *this document has not been formally reviewed - use your own company employment law counsel if warranted*]: This plan is intended as an epidemic response and preparedness plan. Nothing in this plan shall constitute an adjustment to our ongoing company policies and standard procedures.

We have compiled the following information for you and your families:

- New York Times *Live Updates*:
<https://www.nytimes.com/2020/02/25/world/asia/coronavirus-news.html>
- Coronavirus Overview [note: feel free to substitute your own preferred overview]:
<https://medium.com/@lonniedelrae/coronavirus-rumor-mill-thoughts-15bec450eb7f>
- Outbreak tracker:
<https://bnonews.com/index.php/2020/02/the-latest-coronavirus-cases/>
- News Feed: <https://www.itsjusttheflu.com/>
- Information on preparedness & sheltering in place:
<https://www.itsjusttheflu.com/survival>

- We have the following guidelines for for workplace discussions related to COVID-19:

No conspiracy theories!

If you don't have a link, we reserve the right to take down your post. Feel free to put it in the first comment. It's not constructive to start blame games while we're in the crisis phase.

Bias towards understatement when responsible

Please try to write in neutral tone when possible and try not to take leaps in your logic. The situation is scary enough already.

Be Kind and Courteous

We're all in this together to create a welcoming environment. Let's treat everyone with respect. Healthy debates are natural, but kindness is required.

No blamegames (yet)

Until the crisis-preparation phase ends (probably April 15 or May 1), we will remove large posts that assign blame. While these are necessary and constructive at the right time, they're not in the middle of crisis. No pointing fingers (yet)!

No fear mongering or catastrophizing

It is OK to post content that contains potential negative outcomes, it's not OK write in a style that will panic people more than they currently are. Panic is a real meaningful harm, and makes it harder for people to respond effectively.

Respect Everyone's Privacy

Being part of this group requires mutual trust. Authentic, expressive discussions make groups great, but may also be sensitive and private. What's shared in the group should stay in the group.

If you feel ill and think you may have had exposure to COVID-19, please contact your doctor or hospital **by phone** and ask for instructions. Notify **your supervisor** as soon as possible. If you need to go to the emergency room, ask if there is a special entrance and wear a mask to protect others. It is the responsibility of each community member to help limit spread and protect those who are most vulnerable.

Sincerely,

LEADER / HR @ YOUR COMPANY NAME