

# COVID-19 Letter to Employees

[Your Company Logo]

[Your Company Name]

[Company Address]

[Date]

Dear [Employee's Name],

Subject: COVID-19 Update and Workplace Guidelines

I trust this letter finds you well. As we continue to navigate through these challenging times, I wanted to provide you with an update on our response to the COVID-19 pandemic and the measures we are taking to ensure the health and safety of our employees and the community.

1. **Remote Work Policy:** Given the evolving situation, we are implementing a remote work policy for all employees who can perform their duties remotely. Your respective managers will provide you with guidance on the specifics of remote work arrangements.
2. **Health and Safety Measures:**
  - We have enhanced our cleaning protocols, with increased frequency in sanitizing common areas, workstations, and high-touch surfaces.
  - Hand sanitizers have been placed at key locations throughout the office, and we encourage regular handwashing.
  - Social distancing measures have been implemented, and we kindly request all employees to maintain a safe distance from others.
3. **Communication Channels:** Regular updates and important information will be communicated through company-wide emails, our intranet, and other channels. Please stay informed about any changes or additional measures.
4. **Employee Support Services:** We understand that these times may be challenging. Our Employee Assistance Program (EAP) is available to provide support for your well-being. If you have concerns or need assistance, please don't hesitate to reach out.
5. **Travel Restrictions:** Non-essential business travel has been suspended until further notice. We advise against personal travel to areas with high infection rates.

We appreciate your flexibility and cooperation as we implement these measures. Our primary concern is the health and safety of our employees, and we are committed to taking proactive steps to minimize any potential risks.

If you have specific concerns or questions, please contact [HR Department/Manager's Name] for assistance.

Thank you for your dedication and understanding during these unprecedented times. Together, we will navigate through this challenging period.

Stay safe and take care.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Contact Information]