

*Please read carefully and confirm that the practices in this memo reflectthe practices being used before the document is distributed to staff****.[[1]](#footnote-1)***

**Memo: COVID-19 Preventative Practices**

Date:

To: All employees

From:

The world health community continues to monitor closely the emergence of the coronavirus (COVID-19). On the basis of the recommendations by the Occupational Health and Safety Administration (OSHA), the Centers for Disease Control and Prevention (CDC), and other government agencies, [Company Name] is practicing preventative measures for a safe workplace. We are also proactively reviewing continuity of operation plans to address business operations. First and foremost, we want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, customers, visitors and others.

We ask all employees to practice CDC recommendations for a hygenic, safe workplace. Employees are reminded of the following:

* Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol. Always wash hands that are visibily soiled.
* Avoid touching your eyes, nose, and mouth with unwashed hands.
* Avoid close contact with people who are sick.
* Stay home when you are sick.
* Routinely clean all frequently touched surfaces, such as workstations, countertops, and doorknobs.

[Company name] will provide soap/alcohol-based hand sanitizers throughout the workplace and in common areas. We are continuing routine cleanings of all frequently touched objects and surface. Employees are encouraged to use telephone and video conferencing instead of face-to-face meetings as much as possible during this outbreak. IT support services are available to employees who need assistance with this technology.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Many times, with the best of intentions, employees report to work even though they feel ill. Please consult your direct supervisor for information on leave policies and other benefits for employees who are unable to work due to the recent COVID-19 outbreak. Employees who report to work ill will be sent home in accordance with these health guidelines.

While we currently do not offer formal telework arrangements, [company name] will consider, on a case-by-case basis, requests from employees to work from home during this time. While not all positions are conducive to telework, those positions with primary job duties that can be effectively performed remotely will be given consideration.

Please contact the [Insert Contact Person] with any questions or concerns.

1. This document is provided solely for informational purposes based on the recommendations of the Occupational Safety and Health Administration (OSHA), the Centers for Disease Control and Prevention (CDC), and other government agencies engaging in response to COVID-19. It is not to be construed as legal advice or legal guidance. NPGA expressly disclaims any liability associated with the accuracy or content of the information contained in this document. Users should consult the government resources for the most complete and current information pertaining to COVID-19 or contact an attorney for any specific advice. [↑](#footnote-ref-1)