**To:                         All Staff**

**From:                    Management**

**Date:                     March 31, 2020**

**Regarding:          Coronavirus (COVID-19)**

This Memo is meant to communicate some important details about the coronavirus, and what we as an organization are doing in response to the outbreak. We actively monitoring all current guidance from multiple authoritative sources, including the CDC, American Dental Association, American Medical Association, Centers for Medicare and Medicaid Services, The National Institutes of Health and Human Resource Professionals. Please note the following:

1. **At this time**, we are not aware of any infections or possible / confirmed exposure in our workplace. However, if at any time you have concerns regarding our workplace, a patient, or a visitor to our practice, please inform management.
2. Please take extra care with our **universal precautions** both with patients and with fellow employees. Be mindful of cleaning frequently touched areas (doorknobs, countertops, phones, keyboards, toilet handles, pens, clipboards, etc.), and please follow best hygiene practices.
3. **We encourage you to stay home if you are sick** and self-report any symptoms or exposure just as you would with any other contagious illness. **This has always been our policy regarding illness in the workplace**, but we want to take this opportunity to remind you of this expectation.
4. With regard to any need to send employees home, quarantine an employee, or close our office, we will be following current guidelines from those third-party organizations listed above and will tailor decisions to individual circumstances.
5. If we decide to close the office in response to the current events, we will let you know and will have more specific instructions and information that would accompany that directive at that time.

We want you to know we are closely tracking developments of this issue, and the safety of our workplace is our number one priority. Should you have questions or concerns please let us know.

**Please sign below to acknowledge receipt of this memo, and return a copy to management:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature                                               Date