



Subject: Coronavirus Policy Update

Hi all

Due to the current situation regarding COVID-19 we'd like to take a moment to address any concerns you may have, to discuss our plans during this time, and to share some resources that may help you prevent further cases in the workplace and your home.

Firstly, we understand that during this situation there may be misinformation being spread online regarding COVID-19, as such, we'd like to recommend further reading from reputable and up-to-date sources such as the [WHO](#) and the [CDC](#).

***Office environment:***

Going forward we will be pivoting to remote work to help cease the spread of infections. As of **[Date]**, we will be asking all employees to ensure they have any items they need from the office to continue work at home, please speak with your team to discuss the best way to continue communication channels as we move forward to a remote workplace. Currently we are unsure how long this remote period will last, but we'll be working hard to ensure you have the tools, resources, and capabilities to work at the same efficiency in this new virtual environment.

If you're new to working from home, or would simply like to refresh your knowledge, check out some of these great resources:

[LinkedIn, New to Working Remotely? These Resources Can Help](#)

[Zapier, How to Transition to Remote Work in a Hurry](#)

[Zapier, The Ultimate Guide to Remote Work](#)

[Business Insider, SUCCEEDING FROM HOME: Here's exactly how to thrive as a remote worker in the days of coronavirus](#)

We thank you for being so understanding during this time, if you have any queries or concerns then please reach out to **[myself OR HR]** with further questions.

Thank you,  
[Your name]  
[Your email signature]

**--OR--**

***Retail/Service environment:***

Going forward we will be ceasing operations temporarily to help prevent the spread of infections. We understand this may concern staff regarding employment and payment, ***[refer to your payment policy during this time with a regional link employment insurance, labor program, etc. [Canada](#), [United States](#), [United Kingdom](#), [Australia](#)].***

We thank you for being so understanding during this time, if you have any queries or doubts then please reach out to ***[myself OR HR]*** with further questions.

Thank you,  
[Your name]  
[Your email signature]