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March XX, 2020

Dear [INSERT ADDRESSEE]

COVID-19 (Coronavirus) is becoming more widespread in the U.S. and around the world. We have been working to ensure our staff is prepared.

We are monitoring the Centers for Disease Control and Prevention (CDC) website on a daily basis and will update messaging, guidance and policies based on the latest information and recommendations.

Our main focus right now is control and compliance – control by building barriers against the spread and compliance with policies and protocols. We are acting with an abundance of caution, reinforcing our policies and procedures for contagious illnesses such as influenza. These include reminders about flu vaccines, washing hands with soap and water for at least 20 seconds, staying home when sick, and taking flu antivirals as prescribed.

We understand there is concern, especially with the amount of media coverage, so we want you to know that we are taking appropriate steps for the protection of everyone at [INSERT NAME OF COMPANY OR ORGANIZATION].

If you ever have any questions, concerns or comments, I encourage you to come see me or call me. My door is always open and I am available to talk with you or your family about this or other topics.

Sincerely,

[NAME AND TITLE OF SENDER]