

SAMPLE Email/Letter Coronavirus (COVID-19)

We are in unprecedented times in the wake of the global Coronavirus (COVID-19) Pandemic. We are lucky enough to be in an industry that has stayed busy – meaning our jobs and paychecks are still available to us. The flip side is that, in order to do many of our jobs, we need to be present, at the plant, as many jobs cannot be done remotely. We rely on a healthy workforce to keep the business running.

Here are some reminders and things we are implementing immediately to keep each other as healthy and safe as can be.

- **Hand Washing**: please wash your hands frequently, using with soap and warm water and scrubbing for 20 seconds...sing the ABCs to be sure. When you can't wash your hands, use hand sanitizer. We have hand sanitizing stations at all entrances into production and other places through the building. Please use hand sanitizer EVERY time you enter the production floor. Use feet or arms to open doors instead of using your hands when possible.
- **Face Touching**: Avoid touching your face.
- **Coughing**: Cover your mouth using your elbow when you cough. If you cough, sneeze or blow your nose, wash your hands immediately afterward.
- **Close Contact**: Please limit hand shaking, hugging, high fives, and other close human contact as much as possible. Try to maintain 3 ft. of distance from other people, or as much distance as you can. Production managers will do their best to spread out people at handwork tables and on equipment.
- **Business Visitors/Clients**: Before vendors, clients or visitors come into our building, consider whether it's necessary. Use the phone for meetings whenever you can. Before any out-of-state clients (or out of state sales reps) come into the plant for a meeting, press check, etc., please get approval from a Senior Manager. Visitors who do come into the building via the front desk will see a sign instructing them to use hand sanitizer as soon as they've signed in.
 - o **Shipping/Receiving**: Drivers are no longer allowed to go past the Receiving Desk to pick up items. We are hanging a sign notifying drivers to call an employee to have packages brought from shipping to the loading dock area. A porta-potty will be installed in the loading dock area so that drivers needing to use the restroom won't have to come into the building. Our own delivery driver will limit exposure by using a courier when possible or, if he has to deliver, trying to stay outside the client's building when possible. There will be hand sanitizer in his truck to use after making a delivery.
- **Travel**: Seriously consider whether your travel plans are necessary and worth the risk. ***From now through April 30th, report any out of state travel (both for you or someone in your household) to HR and we will determine whether a return to work plan is necessary depending on where and how you are traveling. We may require a 14 day unpaid leave period before allowing you to return to work. Many airlines are offering free rebooking right now.***

- **Home & Family:** Before you have visitors from out of the state or country, please consider whether it's worth the risk. Notify HR if you've had, or plan to have, visitors in your household from an area on the CDC's list of affected areas. Also, if anyone in your family tests positive or is showing symptoms of Covid-19, please notify HR. ***We may require a 14 day unpaid leave period before allowing you to return to work.***
- **Know the symptoms:** If you have a fever, cough and shortness of breath, please stay home.
- **Conference Rooms:** If you use the conference room for a meeting, please disinfect the table, as well as other surfaces (i.e. the light switches, door knobs, mouse & keyboard if you used them) when you are done. Cleaner and paper towels are at the front desk – please return them when you are finished as they are precious commodities right now!
- **Cleaning:** The facilities will be cleaned thoroughly. Please use disinfecting wipes for what you need, but please don't take them from the building as supplies are limited.
- **Stay Informed:**
 - o CDC has a website with up to date info on cases in the state, travel advisories, how to determine if you should be tested, etc.). Visit: www.cdc.gov/coronavirus/2019
 - o The CDC has an App for your smartphone that tracks Coronavirus cases in the USA. Just search for "Coronavirus tracking" in the App store.
- **Future Planning:** If schools shut down, we will work with staff facing childcare difficulties – please talk to a manager or HR. If you have a laptop with remote access, and a job that can be done from home, please bring your laptop home with you after work in case you end up needing to use it.

One more thought: keep in mind that we are a team and that means we have each other's backs. Please be respectful of the fact that your coworkers might have different perspectives than your own when it comes to this virus. You don't have to agree with each other, but please be courteous.

We are keeping an eye on the situation and have the following steps in place to limit exposure and business interruption. We will update the plan as the situation continues to develop.

Updates will be sent via an email and posted. ***Managers: please post this, and all future updates in your departments.***