[Company Letterhead]

Dear [Name of Employee]:

[Name of employer] remains committed to ensuring the safety and well-being of all of its employees. In determining what measures are appropriate during the Coronavirus (“COVID-19”) pandemic, we are keeping your and your families’ interests in mind. We continue to closely monitor the situation. As you know, we have taken steps to ensure the wellbeing of our patients and employees, including practicing social distancing by requiring employees to maintain at least six-feet social distance from other individuals as much as possible, asking employees to wash their hands with soap and water (or to use hand sanitizer with more than sixty percent alcohol when hand washing is not available), asking employees to cover coughs or sneezes with tissue (preferably) or something other than their hands, regularly cleaning high-touch surfaces, and [include any other specific precautions, *e.g.* related to patient interactions]. All of your and our efforts in this regard will continue to pay off for the health and safety of our practice.

As you know [title and name of state/local official] issued [name of state/local order] on [date, 2020]. This Order, or something substantially similar, applies in [city/county/state]. The Order directs residents in [city/county/state] to “stay at home,” except to perform essential work at an Essential Business permitted to continue operations under the applicable Order. Under the Order, [name of employer] is an Essential Business. [Modify or include additional information based on specific local/statewide Order].

[Name of employer] is a healthcare clinic and its employees are caregivers (*e.g.*, physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, speech pathologists and diagnostic and therapeutic technicians and technologists) and other essential, critical infrastructure workers in the clinic, as defined in the Guidance issued by the U.S. Department of Homeland Security, Cybersecurity and Infrastructure Security Agency on March 19, 2020. [Name of employer] is expressly permitted to continue necessary activities. Indeed, [title and name of state/local official] strongly encourage Essential Businesses to remain open.

**As such, [Name of employer] will continue operations during this critical time and employees who reside in [city/county/state] are permitted under the Order to leave their residences to report to work at [Name of employer]. Further, we will continue to practice all appropriate cleaning, hygiene, and social distancing recommendations. To ensure your safety, the safety of your community, and to provide uninterrupted service to our patients, please continue to partner with your managers on your daily work schedule.**

Thank you for your dedication to [Name of employer] and your commitment to providing uninterrupted service to our patients. If you have any questions, concerns or suggestions, please do not hesitate to contact members of management.

Sincerely,

[Name, Title]

[NOTE: This template letter should be reviewed and modified, in consultation with legal counsel, in light of any specific local or statewide orders]