Sample Communication for Employers to Share Coronavirus Updates  
 *Please Customize for Your Organization*

**Memo for Employees Returning from International Hot-Zones**

At [COMPANY], the health and safety of our employees is our priority. We understand that after some personal travel to high-risk regions of the world, you might have been exposed to the coronavirus (COVID-19), which is considered a public health emergency by the World Health Organization (WHO). If you believe there is a chance that you could be diagnosed with this virus, we urge you to contact your physician immediately and follow our guidelines to avoid exposure to other individuals.

* Inform your manager immediately to ensure those you may have come in contact with are informed and take essential precautions.
* You will be required to work remotely for two weeks (14 days), as recommended by the CDC, to confirm you do not exhibit symptoms.
* During this time, we ask that you reschedule all face to face client meetings until after the 14-day incubation period and conduct any meetings by phone or Zoom conferencing.
* As a safeguard, we also are requesting a doctor’s note confirming you are cleared to return to work.
* See attached [link](https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html) from the CDC regarding protocols for those exposed or sick.

Your wellbeing is of the utmost importance to us. Please let us know how we can help you by contacting the [INSERT ORGANIZATION] HR team at [INSERT ORGANIZATION HR EMAIL ADDRESS].  

Thank you,

[SIGN NAME]