Sample Communication for Employers: Essential Business Employees Communication Template
*Please Customize for Your Organization*

To [ALL EMPLOYEES]:

On [DATE] a Stay at Home Advisory was issued by [X] for [INSERT EFFECTIVE DATES]. This is to inform you that [COMPANY NAME] will remain open during this time because it falls within the definition of an “Essential Business or Operation” as described by [REFERENCE DOCUMENT].

For those positions that must be done from the workplace, you should continue to report to work for your usual shift or work schedule, unless you are affected by the virus. If you are already working from home, please continue those work arrangements. If you are not working from home currently but you believe you should be, please speak with your manager.

Our intent is to continue operating, in keeping with our understanding of applicable law and the guidance provided by public health authorities, for as long as we are permitted to do so.

Your safety is important to us. As we continue to take preventative measures, please remember to continue to wash your hands, use hand sanitizer, wipe down work surfaces and maintain social distancing if possible. Also, notify us if you are unable to work because you are sick or for other reasons related to the coronavirus (e.g. quarantine, isolation, care for a sick family member, childcare issues relating to school closings, etc.).

If you have questions about this communication, please speak with a member of management or Human Resources [INSERT CONTACT INFORMATION].