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

**Coronavirus Update: Domestic Travel NOT Restricted**

[INSERT ORGANIZATION] team,

As the spread of coronavirus continues to cause concern, our thoughts remain with those directly impacted by the virus. As there have been additional cases identified in the United States, many questions have been asked regarding domestic travel.

Aside from the precautions and minimum 14-day self-quarantine procedures already in place regarding travel from current high-risk areas (China, Japan, South Korea, Iran and Italy), we are not, at this time, restricting travel domestically within the United States. If you are scheduled to travel for work but feel uncomfortable doing so, we will not require you to make the trip, regardless of airfare cancelation fees or non-refundable tickets. The safety and security of our employees remain our utmost priority and we urge everyone to take whatever precautions necessary for you to stay healthy and feel safe.

Meetings that can be rescheduled over teleconferencing providers, rather than conducted in-person, may be a viable alternative to travel, to ensure business continuity, while remaining vigilant on preventing the spread of the virus. As a reminder to all [INSERT ORGANIZATION] teammates, please continue to monitor your health closely, stay home if you are not feeling well and seek medical care as appropriate.

We will continue to review the CDC and WHO guidance as it is published and keep you updated on this situation as it evolves. Visit the Coronavirus [INSERT INTERNAL COMMUNICATIONS CHANNEL] page for the latest information.

Please continue to direct any travel or safety-related questions to the [INSERT ORGANIZATION] HR team at [INSERT EMAIL OF INTERNAL CONTACT AT ORGANIZATION].

Thank you,
[SIGN NAME]