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

**Coronavirus Update: Domestic Travel 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.

At this time, we are restricting travel domestically within the United States. If you are scheduled to travel for work, we are reimbursing any expenses that have already been incurred as well as covering cancelation charges. The safety and security of our employees remain our utmost priority and we urge everyone to take the precautions necessary to stay healthy and feel safe.

Meetings can be rescheduled over conference or teleconference, to ensure business continuity.

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

Thank you,
[SIGN NAME]