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

**Internal Memo Regarding Coronavirus**

[INSERT ORGANIZATION] Team, 

Like many of you, we are concerned about the current coronavirus outbreak and are actively monitoring the situation. Our priority remains the health and wellbeing of all of our [INSERT ORGANIZATION] teammates. Although we don't have offices or customers based in the affected areas overseas, we sympathize with everyone in those regions and beyond who have been directly impacted by the virus.

With the latest developments regarding the coronavirus outbreak, we want to ensure all employees are taking the proper precautions to help prevent exposure and the spread of the virus to our coworkers and office locations.

If you have recently traveled outside the U.S. to one of the high-risk areas: currently defined by the CDC and World Health Organization (WHO) as China, South Korea, Japan, Italy and Iran, it is **required** that you:

* Work from home for 14 days following your return or potential exposure and inform your manager and the [INSERT ORGANIZATION] HR team of your travel history immediately.
* Do not visit any customers/prospects/vendors during those 14 days and declare recent travel to these high-risk areas before resuming your meetings.
* Monitor your health condition closely by taking your temperature twice a day and seek medical treatment immediately if you feel unwell.
* Remain symptom-free for the 14-day incubation period before returning to the office or resuming face to face business practices.

We ask that you closely monitor your health, stay home and take care of yourself if you are not feeling well, and seek medical care as appropriate. If you believe you may have been exposed to coronavirus, through travel to a high-risk area or close contact with someone who has been diagnosed, we urge you to take precautions to protect yourself and others. 

The World Health Organization (WHO) recommends the following: 

* Frequently clean hands with soap and water or an alcohol-based hand rub if soap and water is unavailable;
* Cover mouth and nose with flexed elbow or tissue when coughing and sneezing;
* Avoid close contact with anyone who has a fever and cough; and
* If you have a fever, cough, and difficulty breathing, seek medical care early and share previous travel history with your healthcare provider.

Please direct any travel or safety-related questions to the [INSERT ORGANIZATION] HR team at [INSERT ORGANIZATION HR EMAIL ADDRESS].  

We will continue to monitor the updates that are provided by the CDC and WHO and will keep you updated as information becomes available. You can also find a [coronavirus fact sheet](https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf) that the CDC has provided, attached to this email.

Thank you,  
[SIGN NAME]