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

**Sample Remote Work Memos**

**Option 1: Be Prepared to Potentially Work from Home**

In our effort to continue monitoring the COVID-19 outbreak and keep you informed, we are requesting that everyone bring their laptops home with them every night as a precaution in case our access to the office becomes impacted due to reasons beyond our control (e.g., public transit is affected/delayed/stopped or on the very off chance that there is a concern about contamination in the building).  Also, as we are entering allergy season, we know that the term symptomatic can be confusing. As a rule of thumb, if you have a persistent cough accompanied WITH a fever, please self-isolate yourself.  Should you need to work from home, please be sure to communicate this with your manager so that everyone remains in the loop.

Please continue to reach out to me directly with any questions or concerns.

As always, stay safe, stay healthy and wash your hands!

Thank you,  
[SIGN NAME]

**Option 2: Remote Work Effective [DATE]**

In our effort to continue monitoring the COVID-19 outbreak and in an abundance of caution for our staff and community, we are asking all [COMPANY] employees to work remotely from home effective [DATE]. We have taken all relevant information from the CDC and WHO as we take this step to work remotely to reduce the potential spread of the coronavirus.

We ask that you bring your relevant supplies, materials, and resources home with you [TODAY] for what you may need to work remotely [FOR THE FORESEEABLE FUTURE]. As this unprecedented situation continues to evolve, we will keep you all abreast of any relevant updates.

Please let your manager know if you have any questions.

See you on the web!

Thank you,  
[SIGN NAME]