



Internal Communication to Staff on COVID 19 – Sample Template

From Leadership

Good afternoon everyone,

I want to specifically address _____ (name of practice/org) plan in dealing with COVID-19.

The past few weeks we have all watched in anticipation as the both our state and the nation have wrestled with how to manage COVID-19. Within _____ (name of practice/org), this virus is creating stress and worry and with everyone—no one is immune from the uncertainty of this pandemic.

First and foremost, I want everyone to know that your safety and health are always my highest concern, and it's important that at _____ (name of practice/org) we do all we can to keep one another safe.

As we are monitoring the COVID-19 situation closely, our team will meet weekly to discuss the situation.

We will be primarily using the guidelines from the State of _____ Health Department and the CDC to make these decisions, as well as taking into account what other organizations are doing. Our guiding star in these decisions are your health and safety.

We are also taking extra sanitary precautions. Our cleaning service will continue to clean every day and will expand their services to provide a deeper cleaning to all surface areas, restrooms and meeting spaces.

I appreciate how many of you have banded together to help make sure our success in this uncharted territory. Your patience as we navigate this is appreciated. Thank you for all of the contributions you make to _____ (name of practice/org)!

I hope you and your loved ones stay healthy and well during this time. Please reach out to me if you have any questions.

Thank you for all you do for _____ (name of practice/org)