



Internal Communication to Teleworking 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. Where I think we can create some relief for the staff is to *implement a temporary teleworking plan* for those positions that are not providing patient care.

Starting _____, we ask that you work remotely and not to come into the office. As we are monitoring the COVID-19 situation closely, the _____ (Executive Team/Medical Director/Supervisor) will meet weekly to discuss the situation and determine when it's safe to return. **For now, plan to work remotely** _____ (date range). I will be sending out communication on _____ evaluating the situation for the following _____ (date range). 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.

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.

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)



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Good afternoon _____ (name of practice/org) staff, (or individual)

As mentioned, teleworking has been extended through _____.

The decision to move to a teleworking model is designed with your safety in mind, along with the safety of the general public. Published guidelines highly recommend social isolation in order to slow the spread of the virus. This also gives us the opportunity to close the offices for deep cleaning and disinfecting.

BUILDING ACCESS

Please *do not* come to the office unless there is a business-critical need. If you show any signs of illness, you are not to enter the facility until you have spoken with HR.

TELEWORK POLICY

Enclosed is our telework policy. If we don't have record that you have signed the acknowledgment of this policy, you will be getting an email to sign one through DocuSign (or another program).

TIMEKEEPING

Please monitor and enter your time through ADP like normal. Hourly employees are only to work 8 hours per day and may not work after hours. Please adhere to your normal business hours unless otherwise arranged with leadership.

USE OF SICK/VACATION TIME

If you are sick, use your sick bank. ***If you test positive for Coronavirus, you must notify HR.*** Any vacation time needs to be approved by your supervisor. Please follow our sick and vacation policies.

I will continue to communicate as information becomes available. Please reply with any questions.

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)!

Thank you and be well,