



## Memo to Visitors

Our number one priority at [Company Name] is your safety and the safety of our employees. The following memo is to inform you of the safety precautions we are taking.

With the high contagion factor of COVID-19, we aim to take preventative measures to ensure that our visitors and staff are not exposed to potential health risks. Our offices have been stocked with alcohol-based sanitizers and disinfectant screen wipes. We are taking extra safety precautions and will be cleaning all frequently touched surfaces including workstations, countertops, and doorknobs.

Our staff has been instructed to stay home if they are feeling ill and to wash their hands often, in and out of the office.

If you have a meeting with our team and you are not feeling well or are working remotely at this time, we will gladly assist you in getting set up for a Zoom video conferencing call in order to conduct business as usual.

For more information on COVID-19 and safety precautions, please visit the [CDC website](#). We thank you for taking everyone's health and safety into consideration. If there is anything we can do to further accommodate you at this time, please let us know.

Sincerely,

Information in this document is as of Friday, March 13<sup>th</sup>, 2020 and subject to change without notice. In addition, this document has been provided for informational purposes only and is not intended and should not be construed to constitute legal advice. Please consult your attorneys in connection with any fact-specific situation under federal law and the applicable state or local laws that may impose additional obligations on you and your company.