



Memo to Employees: Work Remote, Travel Guidelines, Meeting | Event Guidelines

Date:

To: All employees

As the situation surrounding the spread of the coronavirus disease 2019 (COVID-19) quickly evolves, [company name] wants to ensure that we take all necessary and prudent measures to keep our community and our people safe. To be clear, the proposed measures we are implementing are not driven by fear, panic, or an imminent threat to our team members, but rather are preventative in nature, and represent a civic-minded approach to do our part to contain the spread of the virus.

Effective [date] and through [date], [company name] is implementing the following measures:

Work From Home Policy:

During the effective time period, we are instructing staff who ordinarily report to offices, to work from home. However, there are some positions at [Company name] that require the employee to be physically present in the workplace. These employees are defined as essential personnel.

Essential personnel include the following positions:

- [Insert position titles]

Essential personnel are expected to report to work as scheduled unless otherwise notified. Regular leave policies and procedures should be followed for employees who are unable to report to work.

Positions approved to work from home temporarily include the following:

- [Insert position titles]

Additional positions may be considered on a case-by-case basis.

These arrangements are expected to be short term, and [Company name] will continue to monitor guidance from health officials and the need for remote work arrangements. Employees should not assume any specified period of time for telework, and [Company name] may require employees to return to regular, in-office work at any time.

Should the current health situation warrant, [Company name] may require all employees, with the exception of essential personnel, to work from home. Employees should be proactive with department managers in preparing for these circumstances to ensure employees have the resources necessary to work remotely.

Some of the basic expectations include that people stay connected by being logged in, Skype/Zoom accessible, and cell phones on and within reach.



Travel Guidelines:

For the period between **[date]**, and through **[date]**, we are suspending non-essential business-related flights. If you feel that there are critical needs for air travel, please coordinate with your manager.

We also request that if you plan any personal **international** travel within the effective time period, that you notify HR of you plans, just so that we can prepare for any delays based on evolving federal travel restrictions.

Meeting/Event Guidelines:

Consistent with federal, State and local guidelines, we recommend that you refrain from attending or arranging meetings, events, or other gatherings where proper distancing between individuals cannot be maintained. General guidance is “arm’s length” separation, and obviously avoiding contact such as hand shaking, etc.

We have set up Zoom accounts for all empoloyees to facilitate meetings via web conferences.

Thank you all for your cooperation. If you have any question or concerns regarding the contents of this email, please contact Human Resources.

Information in this document is as of Friday, March 13th, 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.