



Sample language to send to employee regarding COVID19 (Coronavirus)

Many of you have been asking questions about the coronavirus so we wanted to share the following information from The Centers for Disease Control and Prevention (CDC).

The coronavirus that causes Covid-19 (as the disease is called) is thought to spread largely through respiratory droplets from coughing and sneezing, and it seems to spread easily. It may also be possible to become infected by touching a contaminated surface or object and then touching one's nose or mouth.

Further, the CDC advises that employees should:

- Stay home if they have respiratory symptoms (coughing, sneezing, shortness of breath) and/or a temperature above 100.4 degrees.
- Leave work if they develop these symptoms while at the workplace.
- Shield coughs and sneezes with a tissue, elbow, or shoulder (not the bare hands).
- Wash hands often with soap and water for at least 20 seconds or use an alcohol-based hand sanitizer with at least 60% alcohol.
- Avoid shaking hands entirely to reduce the risk of spreading infection. Though that might be awkward at times, it's an increasingly common practice.
- If you have additional questions, you may want to visit the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/faq.html>
- You may also contact the CDC at 800-232-4636 with questions about coronavirus.

As always, we encourage you to stay home if you are not feeling well. You should call your supervisor to inform them of your absence as soon as practical. You may use PTO time for your absence. If you are ill more than five days, we will send you disability paperwork.