*Dear team:*

*We are writing to follow up on our decision to close/reduce hours for [INSERT TIME FRAME] as a precaution in light of coronavirus concerns in our state. The purpose of this note/email is to provide clarity around what can be a stressful situation in a time when we are being bombarded with many sources of information. This includes the very real concern about personal income. Here is what you need to know:*

*Our office has decided to close as a precaution, and not because we have information that someone has been infected or exposed to the virus. We know in our industry that we are in close personal contact with patients. We feel that it is in the best interests of both our team and our patients if we cease services for the time being in order to reduce the risk of exposure for everyone. If we do see any patients on an emergency basis we will take precautions and no one who does not want to work will be asked to do so.*

*You still have your job. While your employment is at will and will remain at will during this closure, nobody has been terminated or laid off today. Think of this as a closure similar to those that are common around the holidays. We expect to reconvene regular schedules and services as soon as we can.*

*Right now, we have decided to close/reduce hours for [INSERT TIME FRAME].*

*We will communicate with you [via email/text/phone call] if this date changes. Our hope is to resume normal schedules as soon as we can. If we decide to change the length of this closure, we will let you know as soon as possible.*

***Note****: You may want to establish a regular meeting method and time each week. For example, we will send a Zoom meeting request via email and meet every Wednesday at 9 AM. .*

*You can use accrued vacation or sick time, or opt to advance time that has not yet been earned. Please request any paid time off using our normal time off request procedures.*

*You are able to apply for unemployment. At this time, federal and state authorities are working out what unemployment benefits will look like. We are monitoring for information and will use email and other means to let you know what we find out. While, we cannot make any guarantees about how your unemployment claim may be processed, or the outcome of any claim filed we do want you to know that this is a resource you have through our state. You will not be discouraged from filing or retaliated against if you do choose to file. If any other form of wages or relief becomes available, we will let you know.*

*Please self-report any exposure or illness. If you believe you have been exposed to this illness, or if you are feeling ill, please let us know as soon as you can so that we can take appropriate measures. Again, if you become ill we need to know so that we can follow CDC and OSHA guidelines as you return to work when you are well.*

*Our goal is to support a healthy team and a safe workplace during a very difficult time in our state. Please contact [INSERT SPECIFIC PERSON OR PHONE NUMBER]if you have any additional questions or concerns.*

*As you know, this is a fluid situation. We will work through this together.*