

SAMPLE HR MEMO

We understand that the Coronavirus (COVID-19) is causing much concern in our community and across the world. We want to maintain a safe workplace and encourage and/or adopt practices protecting the health of employees, members, visitors or others. Rest assured, our team has taken and will continue to take all appropriate steps to ensure the work environment is safe. We will continue to monitor developments about COVID-19 and take all appropriate precautions recommended by the CDC, WHO and our local and state health agencies.

It is critical that employees do not report to work while they are experiencing respiratory symptoms such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue. Currently, the Centers for Disease Control and Prevention recommends that employees remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. Many times, with the best of intentions, employees report to work even though they feel ill. We provide paid sick time and other benefits to compensate employees who are unable to work due to illness. Employees who report to work ill will be sent home in accordance with these health guidelines.

Understanding that our sick paid leave is limited to **X** hours, we are waiving our usual sick leave policy through the month of **██████** and allowing you to accrue a negative sick leave balance, at your supervisor's discretion, to care for yourself or family members. If or when your sick leave balance has run out, please immediately discuss with your supervisor.

It is important for all staff to self-monitor for signs and [symptoms of COVID-19](#). If you suspect exposure, or are experiencing symptoms of COVID 19, please notify your supervisor immediately and contact a healthcare professional for advice if needed.

According to health officials, the current risk of exposure to COVID-19 in Pima County remains low. But we must and will continue to take appropriate precautions to keep you and others safe.

(FOR THOSE WORKING IN THE OFFICE)

We ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Employees are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.

- Cover your mouth with tissues whenever you sneeze, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- (SAMPLE) Our janitorial company have implemented additional cleaning methods to sanitize our office as much as possible.
- (SAMPLE) The office has alcohol-based hand sanitizers throughout the workplace and in the common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones, keyboards, desks, etc. We require that you clean and sanitize your workspace regularly in between the cleaning conducted by our janitorial company. The cleaning schedule is _____.
- (SAMPLE) we have eliminated meetings

(FOR THOSE OFFICES WORKING REMOTELY)

As a precaution, the (NAME OF COMPANY) will not host events or have staff attend events with more than Xpeople through _____.

Remote working has been established for all staff. (SEE SEPARATE REMOTE WORKING GUIDELINES AS A SUPPLEMENT)

- (SAMPLE) If you have any difficulties with internet at your home, please let X know. We have a couple hotspots that could be used by staff for internet access.
- (SAMPLE) Staff should be available for phone calls or virtual meetings during regular business hours, X
- (SAMPLE) Set up your voice mail to state that you are working remotely and to contact you by email and provide your email address. Also, remember to check your voice mail regularly and return any messages.
- While working from home, it is crucial for you to communicate with your supervisor as well as other team members. Options for communicating with one another include (SAMPLES: phone, text, email, Slack, Office 365 Teams, Conference Call, GoToMeeting, FaceTime or Hangouts).
- Supervisors, if you haven't already, it's suggested that you set a time for regular check-ins with your department team members.
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Thank you for all you do and stay healthy.

For more information and best practices to protect yourself and your family from getting or spreading respiratory illnesses like COVID-19, visit www.pima.gov/COVID19