



Coronavirus (COVID-19) Company Policy Template

Dear [Employee Name],

We are committed to ensuring the health and safety of all employees during the ongoing Coronavirus (COVID-19) pandemic. As part of our efforts to protect our employees and prevent the spread of the virus, we have implemented the following guidelines:

1. **Remote Work:** Employees who are able to perform their job duties remotely are encouraged to work from home until further notice. Please refer to the [Company Name] Remote Work Policy for more information.
2. **Health and Hygiene:** All employees working on-site must adhere to strict hygiene practices, including frequent handwashing, wearing masks, and practicing social distancing. Please review the CDC guidelines on preventing the spread of COVID-19 for more information.
3. **Sick Leave:** If you are feeling unwell or experiencing symptoms of COVID-19, please stay home and notify your supervisor immediately. We offer paid sick leave for employees who are unable to work due to illness.
4. **Travel Restrictions:** All non-essential business travel is currently suspended. If you must travel for work, please follow the CDC guidelines for travel during the pandemic.
5. **Communication:** We will provide regular updates and information on the company's response to COVID-19. Please check your email and the company intranet for the latest updates.

By following these guidelines and working together, we can help protect each other and our community during this challenging time. Thank you for your cooperation and dedication to keeping our workplace safe.

Sincerely,

[HR Manager/Company Leadership]