



Leadership communication template to staff on COVID-19

Dear clinic colleagues,

At [], staff safety and health are our top priority and we appreciate everyone's efforts during this unprecedented time. We are currently updated daily on the status of the pandemic and changes in recommendations from the CDC, the FDA, the WHO, and OSHA. Our clinic is continually reviewing these recommendations to reflect the most current practice guidelines and any new federal and state actions. We will meet [daily/weekly] to provide you any updates on COVID-19.

Please note that for your safety and health, [] has implemented extra sanitary precautions in response to the COVID-19 outbreak. Our cleaning service will continue to clean every day and will perform more stringent daily cleaning to provide a deeper cleaning to all surface areas, restrooms, and exam and waiting rooms. However, we would like to ask you to clean and sanitize your desk, phone, and keyboard regularly during the day to further minimize the spread of the disease.

We value your partnership in this effort to maintain a healthy workspace for all our staffs and we will continue to keep you updated.

Please contact me if you have any questions, concerns, or need any assistance.

I hope you and your loved ones stay healthy and well in the coming weeks.

Sincerely,

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