Letter to employees to accompany policy on managing coronavirus in the workplace

Sample Letter

This letter must be transferred to your own letterhead, removing the title and all references to Company Name and with all optional and personalised information completed.

(\*Insert date)

Dear (**\*Colleague/insert name**),

You will find enclosed our policy on managing coronavirus in the workplace.

In creating this policy, we do not wish to cause any undue alarm or concern. However, the current situation is developing and we must, as a company, prepare to take steps to deal with any issues that may arise, because of the virus, which could affect you. Your health, safety and wellbeing is an extremely high priority of ours and so we have devised this policy to help us ensure our normal high standards in this regard.

We all have a duty at this time to ensure the spread of the virus is as minimal as possible, and we ask that you read this policy and follow the guidance within.

If you have any questions, please do not hesitate to contact (**\*insert position/name**).

Yours sincerely,

\*amend as appropriate