

Gallagher Tool for Client Use: Pandemic Communication Letter for your Employees

Updated 3/11/2020

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Instructions

1. Complete template by filling in items highlighted in yellow. Un-highlight any inserted copy.
2. Consider alternate wording identified in red. Make sure to delete if not used.
3. Copy and paste content onto company letterhead.
4. Distribute to your employees.

Dear Employee;

As Coronavirus (COVID-19) continues to spread globally, it is becoming more likely that we may see a case in **<insert City or location and country>**.

Protecting your health and safety is our highest priority and the **<insert Company name>** management team is taking proactive steps to make sure we are fully prepared for the possibility of local cases of COVID-19. **(Alternate: at some or all of our global operations.)**

Our goal is to employ best practices to minimize risks to our employees—and our actions are guided by the advice of federal, state, and local public health agencies.

While we take these steps, we ask you to partner in supporting our company's wellbeing. Please read the information below and take appropriate action.

Coronavirus: The Basics

- COVID-19 is a respiratory illness that can cause a range of symptoms, including a mild sickness, like a cold, or more serious conditions, including pneumonia.
- Symptoms may include fever, cough, and shortness of breath, and can become serious if ignored or left untreated.
- The virus can be readily spread from person to person.

What You Are Asked to Do

- **Stay informed.**
 - Make sure your contact information in our emergency messaging system (**Alternate: HR database**) is up-to-date.
 - Watch your email, text messages, our website **<insert link>**, and our social media channels for health updates.
 - If you are planning travel outside the United States, review the [CDC's travel health notices](#). Since conditions can change quickly, continue to check as your travel date approaches.
- **Stay calm.**
 - Stick to trusted sources. We recommend the [CDC](#) and your state/local health department as authoritative sources.
 - If you are outside of an affected area, at this time, you do not need to
 - Limit travel within the city (**Alternate: area**).
 - Wear a face mask (if you are healthy).
 - Change the food you eat or how you prepare it.
 - Avoid public gatherings and public transportation.
 - If you are in an [affected area](#), please follow CDC guidance
- **Communicate right away if you might be sick.**
 - If you recently traveled to an [affected area](#) and have a fever and cough or shortness of breath, let your HR representative and doctor know right away.
 - If you or your family have been diagnosed with COVID-19, please contact **<insert appropriate individual or group>** immediately.
- **Avoid spreading germs.**

Per [CDC](#) guidance:

 - If you are sick, stay home.
 - Wash your hands often with soap for at least 20 seconds.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
 - When coughing or sneezing, cover your mouth and nose with a tissue or your sleeve— not your hands.
 - Avoid close contact with people who are sick.
- **Stay aware of potential cyber threats**
 - Cyber criminals often take advantage of situations like this by sending fraudulent emails and impersonating websites to capture and profit from people's personal information.
 - Please be extra mindful of IT security issues during this time. There have already been many reports of bad actors claiming to represent the CDC and the World Health Organization.
 - If you receive phishing emails or other outreach along these lines, contact **<insert appropriate individual or group>** right away.

Thank you for noting these important updates. We will continue to share the latest guidance and information with you. If you have concerns or questions, please let me know.

<Designated company spokesperson>