

Sample: Essential Business Employee Letter

To All Employees:

On March ____, Governor ____ issued an "Immediate Stay at Home" order for all of ____ effective March ____ 2020 at ____ through _____. This is to inform you that [Company Name] will continue to stay open because it falls within the definition of an "Essential Business or Operation" as described in Governor _____ order.

For those positions that must be done from the workplace, you should continue to report to work for your usual shift or work schedule, unless you are affected by the virus. If you are already working from home, please continue those work arrangements. If you are not working from home currently but you believe you should be, please speak with your manager.

This is a critical juncture for [Company Name]'s business, and we have heard from many of you that you are concerned about being out of work. Our intent is to continue operating, in keeping with our understanding of applicable law and the guidance provided by public health authorities, for as long as we are permitted to do so.

Your safety is important to us. As we continue to take preventative measures, please remember to continue to wash your hands, use hand sanitizer, wipe down work surfaces and maintain social distancing if possible. Also, notify us if you are unable to work because you are sick or for other reasons related to the coronavirus (e.g. quarantine, isolation, care for a sick family member, childcare issues relating to school closings, etc.).

If you have questions about this communication, please speak with a member of management or Human Resources.