**Memorandum**

**To: All Employees**

**Re:** Coronavirus policy

**Date:**

As a business, we are aware that you may have some concerns about the ongoing outbreak of the coronavirus and how it may impact your employment.

We would like to take the opportunity to reassure all employees that as a business, we are committed to ensuring the health and safety of all those in the workplace, and are actively taking steps to minimise any potential impact of coronavirus on our employees and operations.

In line with this, we are introducing the attached ‘Dealing with coronavirus in the workplace’ policy (**the Policy**) which outlines our approach in detail.

The Policy covers the below:

* General infection control measures
* Guidance for what your obligations are if you contract or are exposed to coronavirus
* Guidance on your workplace obligations when travelling internationally
* Business continuity measures that are, or may be, necessary

The Policy comes into effect immediately.

To protect everyone in the workplace, we ask that you cooperate with all measures outlined in the Policy. Given the potential health implications of breaches, please be aware that any breach of the Policy will be taken seriously and may result in disciplinary action.

Please sign the acknowledgement section attached and return this to the Employer to indicate you have read and understood this memorandum and the Policy.

If you have any questions or concerns in relation to this matter, please contact  on .

**ACKNOWLEDGEMENT**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (please print name) hereby acknowledge that I have received, read and understand the details confirmed in this memorandum and the Policy. I also understand that all contents of this letter are private and confidential.

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| Signed: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dated: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |