**Pandemic Preparedness Memorandum to Employees**

**Date:**

**To:**

**From:**

**Re:**

Many of you are aware that **[virus or disease]** has affected the United States as well as other countries around the globe. As of today’s date there are **[number of confirmed cases nationwide]**. The U.S. has declared this a health emergency. We will make every effort possible to keep you informed of the changes to the outbreak’s status, but we also encourage you to tune into televisions and radio stations to stay abreast on the issue.

Human symptoms of **[virus or disease]** are **[detail symptoms of virus]**. People can contract the virus by **[detail how virus is spread]**.

To prevent the virus from spreading in our workplace, we would like to provide employees with steps they can use to prepare themselves and their family members for this health emergency as well as the steps they can take to prevent contracting the virus.

Employees should:

* Always practice good personal and health hygiene by frequently washing their hands and covering their mouths when they cough and sneeze;
* Remain at home when ill or to take care of a sick child or family member;
* Avoid close contact with employees and individuals who are ill;
* Avoid touching their eyes, nose, and mouth;
* Get plenty of rest when ill; and
* Seek medical attention when necessary.

**[Company Name]** has taken reasonable measures to ensure a healthy, safe work environment. In preparation for impending pandemics, **[Company Name]** has taken the following precautions:

* Identified essential positions and work processes critical to the continuation of business functions;
* Stocked critical infection control supplies such as hand sanitizers, tissues, office cleaning supplies, and personal protective equipment, such as gloves and surgical masks; and
* Informed essential staff members of **[Company Name]** emergency response procedures to ensure employees know what to do and expect during a pandemic.

We encourage you to stay informed on this issue by visiting the Center for Disease Control and Prevention (CDC) website at [www.cdc.gov/](http://www.cdc.gov/%20)  **[or other government websites if applicable]**.

Employees with questions regarding **[disease or virus]** and/or on **[Company Name]**’s pandemic emergency plan are encouraged to contact their HR representative.

Thank you for your cooperation.

Sincerely,

**[Company Name]**