

Letter to employees reminding them of their responsibilities in relation to the control of infectious diseases – Coronavirus

[Insert name]

[Insert address]

[Insert date]

Dear *[insert name]*,

The Company takes all reasonable precaution to ensure that illness and infection do not spread in the workplace between employees or from employees to *[delete as appropriate – customers/clients/the public]*. Employees are also responsible for taking measures to assist the Company to prevent the spread of infectious diseases.

In light of the recent Coronavirus outbreak, we are keen to ensure that all employees maintain high levels of hygiene to keep the chance of contamination to an absolute minimum. The risk of contamination in the UK is low, however, as a precautionary measure, please ensure that:

- You wash your hands frequently with soap and water or alcohol based hand sanitizer
- Cover your mouth and nose with your bent elbow or tissue when you cough or sneeze and throw the tissue away immediately
- Avoid touching your eye, nose and mouth
- Keep at least one metre away from anyone coughing and sneezing.

Certain areas across the world have been identified as having been more severely affected than others and require a period of self-isolation upon return from travel. If you are traveling to these countries, please keep yourself aware of the current status of the country you are visiting and whether self-isolation is needed. If you have to self-isolate, please let your line manager know as soon as possible by telephone, however, you must not attend work during a period of self-isolation.

If you have not been overseas but think you may have been in contact with someone who has Coronavirus, please do not attend work but telephone your line manager. If you are in work and develop a cough, fever or breathing problems, please let your line manager know.

All absence should be reported in line with the Company's absence notification procedures. You should not return to work until you receive expert medical advice that you no longer infectious.

Please do not hesitate to contact me if you have any queries about the contents of this letter.

Yours sincerely,

[Insert name]
[Insert job title]