

Example of Communication from a Nonprofit to Staff & Volunteers

Yesterday I spoke to the local Public Health Department and asked for their recommendations regarding possible concerns about the coronavirus in our town.

They told me the risk in our area continues to be low, but we do want to have practices in place so that we are prepared in case the situation changes quickly. They are taking this very seriously and are being vigilant...at this time the recommendation is for us to respond with common sense best practices...as we would during any flu or infectious disease season.

Stay home if you are not feeling well & wash your hands with soap on a regular basis throughout the day

- If you're not feeling well, please stay home. Even if you think you have the common cold, you are encouraged to work from home or take a sick day until your symptoms are gone.
- Take precautions for staying healthy during cold and flu season, including washing your hands often [for at least 20 seconds with soap & water or an alcohol-based sanitizer with at least 60% alcohol], coughing or sneezing into your elbow, getting your flu shot and observing personal space. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Additional medical guidelines specific to COVID-19 can be found on the websites for the [Centers for Disease Control and Prevention \(CDC\)](#) and the [World Health Organization \(WHO\)](#).

Other information

- It's a good idea to wipe down shared keyboards and other items before you start your day. Tissues, disinfectant wipes and disinfectant spray are available in our community spaces & offices.
- Our bathrooms are well stocked with liquid soap & paper towels.
- Although supplies of hand sanitizer are limited we will purchase it whenever possible...I encourage each of you to bring your own from home.

Attached to this email are two Health Department documents with more information.

We have several large events planned in the next 2 months: As of now, we are not making any changes but will have backup plans in place just in case.

We are committed to protecting the health and safety of our staff, volunteers and clients. Should anything change, we will reach out to you immediately. And, if you have any personal concerns, please do not hesitate to discuss them with me.