

Subject:
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Newsletter / Marketing: [Extensis HR Alert] Managing COVID-19 Concerns
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Hello,

As mounting concerns and questions arise regarding the COVID-19 outbreak, Extensis would like to re-iterate our support to help you prepare your business continuity plan (original communication can be [found here](#)). We understand that concerns regarding this situation are mounting and encourage you to employ a logical, systematic, and proactive approach to managing changes that may impact your organization and employees. It is important that any action, policy, or plan is done in accordance with state and federal law to ensure you are not conducting discriminatory actions. It is important to maintain regular communications with your staff to ease their concerns.

We are sharing with you the trusted resources we have been monitoring daily in order to remain abreast of this situation and practical guidance for managing workplace concerns. In addition, we are also providing templates you can use to craft your response to your employees.

Informational Resources

[Preventing COVID-19 Spread in Communities](#) (Center for Disease Control)

[Comprehensive FAQs for Employers on the COVID-19](#) (Fisher Philips)

Internal Communication Templates

[Sample Business Continuity Plan](#)

[Sample Communication to Employees](#)

A Note on Remote Work

Depending on the nature of your business, remote work may not be an option for some or all of your employees. When developing your business continuity plan, you should explore whether and how you can operate with reduced staff. Questions to consider and review:

- How many absences can you handle before business operations are interrupted?
- How do you keep operations running during an interruption?
- What changes can you make to keep the business operating effectively?

Additional templates, including telecommuting and sick leave policies, can be found on the HR Knowledge Cloud. The Knowledge Cloud can be accessed through our MSS portal, under the *My Employees* tab.

You should also continue to monitor your local public health resources for updates related to outbreaks in the areas in which you operate.

If you have any questions, please contact your dedicated Extensis HR Professional.

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