To Our Valued Employees:

As you know, our local authorities and public health leaders have recommended/issued a stay-at-home order to help slow the spread of COVID-19 in our community. This applies to businesses and employees considered nonessential. An essential business contributes to sustaining health and providing products and services that people rely on every day.

As a health care provider, we are considered an essential business, especially during this public health crisis. This means we will continue working on site, in our practice, caring for patients.

As an employee of this essential business, you are considered essential personnel and are required to report to work as scheduled.

Ensuring the safety and health of our staff and patients is our priority. You can help in the following ways:

1. If you have these symptoms, stay home and notify your supervisor: cough, fever, sore throat, and/or shortness of breath.
2. Notify us immediately if you develop any of these symptoms while at work.
3. Inform your supervisor if you have experienced a known exposure to COVID-19, inside or outside the workplace.
4. Practice proper hand hygiene, and use the appropriate personal protective equipment.

We will stay up to date with the federal government and Centers for Disease Control and Prevention guidelines and recommendations, making necessary adjustments as things change and progress.

Please don’t hesitate to ask questions or express your concerns with your supervisor.

Thank you for your commitment and dedication to our practice and our patients.

Sincerely,

[SIGNATURE]

**Disclaimer**: This model letter is being provided to you by the Texas Medical Association for use in consultation with your attorney and **is not a substitute for the advice of your attorney.**  The Texas Medical Association provides this model letter with the express understanding that 1) no attorney-client relationship exists, 2) neither TMA nor its attorneys are engaged in providing legal advice and 3) that the letter is general in nature. **You are encouraged to review the specific order or recommendation applicable to your area prior to using this letter to ensure compliance.**