**SAMPLE CLIENT LETTER REGARDING THE NOVEL CORONAVIRUS (COVID-19)\***

Dear [\_\_\_]:

As a valued client and partner of [STAFFING FIRM NAME], we wanted to take this opportunity to apprise you of our efforts with respect to the novel coronavirus, COVID-19.

Our temporary workers’ safety and well-being is paramount to us, as is the safety and well-being of your employees. Therefore, we have advised our temporary employees about how to take care of themselves, protect others, and monitor the latest developments. Per the [U.S. Centers for Disease Control and Prevention](https://www.cdc.gov/coronavirus/2019-ncov/about/prevention-treatment.html), we have informed our employees that they should

* Avoid close contact with people who are sick
* Avoid touching their eyes, nose, and mouth
* Stay home when they are sick
* Cover their cough or sneeze with a tissue, then throw the tissue in the trash
* Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe
* Follow CDC’s recommendations for using a face mask and social distancing
* Wash their hands often

We also have encouraged our temporary workers to keep up-to-date on developments by visiting the [About Coronavirus Disease 2019](https://www.cdc.gov/coronavirus/2019-ncov/about/index.html) and [CDC’s Frequently Asked Questions and Answers](https://www.cdc.gov/coronavirus/2019-ncov/faq.html) webpages.

We trust that you are advising your employees similarly and that you will apply the same safety policies and procedures to [STAFFING FIRM’S] temporary workers that you apply to your own employees.

[INSERT INFORMATION REGARDING ANY RESTRICTIONS ON EMPLOYEES WHO HAVE RECENTLY BEEN IN COUNTRIES SUBJECT TO GOVERNMENT TRAVEL ADVISORIES]

Note that we stand ready to assist you in navigating this public health challenge and furthering the well-being of all employees.

Should you wish to discuss this issue or have any questions, please let us know.

\* This sample letter is not intended and should not be construed as legal advice. Staffing firms should tailor their communications with clients to their own circumstances and upon the advice of legal counsel.