TEMPLATE EMAIL TO INTERNAL STAFF ON CORONAVIRUS

Dear Staff,

By now, all of you have seen the news about the Coronavirus, which was first detected in Wuhan, China, and has subsequently spread to other countries. Please be aware that we are closely monitoring this fluid situation and staying abreast of recommendations from the US Centers for Disease Control (CDC) and other sources in Wisconsin.

As always, your health and safety are our top priorities. [The CDC has now issued a Level 3 Travel Warning for all of China](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html).  If you have recently been to China, had close contact with someone who has been to China recently, or had [close contact](https://www.cdc.gov/coronavirus/mers/hcp/home-care-patient.html#contacts) with a person confirmed to have, or being evaluated for, the Coronavirus (COVID-19) infection, please let [*Head of HR*] know to discuss appropriate measures to protect yourself and others.

If you have concerns about the Coronavirus, please review the various information published by the (CDC), public health agencies and others which can be found on our trade association’s website at: [www.wisbank.com/coronavirus](http://www.wisbank.com/coronavirus).

As a reminder, we are also in seasonal flu season, which currently appears to pose even *greater* risks to Americans than the Coronavirus. With that in mind, please take everyday preventive actions to help prevent the spread of illnesses, including:

* Wash your hands often with soap and water for at least 20 seconds. If soap and water aren’t available, use an alcohol-based hand sanitizer.
* Avoid touching your eyes, nose, and mouth with unwashed hands.
* Avoid close contact with people who are sick.
* Stay home when you are sick.
* Cover your mouth and nose with a tissue when you cough or sneeze, or cough or sneeze into your sleeve.
* Clean and disinfect frequently touched objects and surfaces.