

Your Letterhead or email template

Good morning, team:

Thank you for your continued commitment to helping our patients and practice. I am very thankful. There is a lot of emotion around COVID - 19 and we are doing our best to manage the facts.

I am very proud of our work environment, thank you for what you do daily to keep it clean. In an effort to provide you more comfort, we are increasing our cleaning regimen.

Additionally, please alert your supervisor if you feel any cold, aches, fever. Your health, and the health of those around you, is our highest priority.

We are exploring some process changes to reduce the volume, and time, for patient interaction. I will keep you posted and appreciate your patience as we experiment with a few different approaches.

Here are some things I'd like you to help with now:

- 1 - Please make sure you are sanitizing your hands after each interaction with a patient.
- 2 - Please sanitize your workspace regularly throughout the day, including your keyboard and phone.
- 3 - As always, be thorough in hand washing.
- 4 - If you see a patient who is excessively sneezing or coughing, please discuss with the office lead to determine if we want to take the patient to the exam room quickly.
- 5 - Stay calm throughout the day. Patients may have heightened emotions. You can change the direction of their day by being calm, respectful and helpful.
- 6 - Some practices are keeping dirty and clean pens and supplies separate, then sanitizing the supplies throughout the day. This allows for an organized and systematic approach to sanitization.

Thank you again, we are proudly caring for our patients. Let's hunker down and push through this unprecedented time. I can't think of a better team to work with!

Sincerely,

Physician Name