Hello All,

We wanted to provide you with a brief update on two issues related to our current mandatory work-from-home protocol: 1) flexible schedules to allow employees time to deal with the unusual circumstances brought on by this unusual and urgent situation; and 2) an update regarding the office closure and an extension of that closure, in line with [STATE OR CITY] Department of Education closures.

On the first issue, with daycares and schools closed, businesses operating with restricted hours, and some employees having to care for ill household members, family members, and friends, we understand that many of you are facing unusual responsibilities, space restrictions and other issues that can be a distraction or full interference with your ability to do work. For this reason, we are expanding our flexible schedule policy further, to allow employees the time and flexibility to deal with whatever issues may be creating stress in their lives right now. We are still requesting that (to the extent practicable) employees participate in regularly scheduled meetings and work approximately 40 hours per week, but employees may take additional time during the day to deal with personal matters and elect to work nights and weekends to accomplish their job responsibilities. If you need these accommodations in your schedule or think that you may need to use paid leave, please talk to your direct manager about setting up an alternate schedule for this time period. If you need or want to use paid leave but want to take more than is currently available to you, please speak to [HR]. **[OR OTHER POINT PERSON]**

On the second issue, the [STATE OR CITY] Department of Education has announced that they will be closed until at least [DATE], although the school closures may be extended for a longer period. **[DELETE IF NOT APPLICABLE.]** As school and daycare closures create difficult circumstances and additional responsibilities for many of our employees, and because there is still a substantial contagion threat, we will be aligning with this closure schedule and keeping the office closed through [DATE]. We may elect to keep the office closed longer, dependent on public health recommendations.

Please feel free to reach out if you have any questions or concerns. **[Consider scheduling an in-person meeting to discuss these issues and include those details here.]**

Thank you!

Best,

[COMPANY LEADERSHIP]