

Sample Employee Communication Regarding Temporary Layoffs or Closures

[NOTE TO CLIENT: This sample notice is intended for temporary layoffs only and does not satisfy compliance with federal WARN Act obligations (or state equivalents), or avoid liability for violations of the WARN Act (or state equivalents). If this layoff could be more than temporary, it is recommended that the client contact us to conduct a federal and state WARN Act analysis, and obtain advice on additional notice requirements compliant with federal and state WARN Acts.]

Re: Unexpected Temporary Layoff [or Closure]

Dear Employees:

As a result of these unforeseen circumstances associated with the pandemic and the declaration of a National Emergency, with thoughtful discussions about the best course of action for the community and our team, we will [explain, e.g., temporary layoffs, closure, layoffs]

We will close effective _____ and you will be laid off for a temporary period. [or You will be laid off effective _____ for a temporary period.] We plan to remain closed for until [insert date], at which time we plan to reopen. This may change depending on public health recommendations, the status of the virus and other business conditions. We will continue to monitor the situation closely and update you as we learn more. The entire facility will be closed [revise if not closing entire facility]. Bumping rights [do/do not] exist.

We plan to stay in touch with you, our team, via _____. We will give you an update on the status of our operations on _____. If you have questions, please contact [name of company official to contact for further information] at [telephone number].

Below provides you with some information about important tools to assist you.

- **Unemployment Benefits.** [Describe what is available under local or state law – the company may be able or may be required to file a mass application for benefits, e.g.,: This link will take you to the landing page for general information and a link on how to apply for unemployment benefits. _____]
- **Vacation/Paid Sick Leave.** [Explain: Will these be available during the closure? Layoff? Are you allowing them to cash out these benefits? Does your local law require their availability or payout? Consider any requirements based on expected federal emergency legislation. Example: While on furlough, you may elect to use your PTO and other

applicable paid leave pursuant to company policy. [if applicable, insert local agency landing page re paid sick leave]

- **Public Health Resources.** We want you to stay well, stay safe, and take good care of yourselves and those you love. Please continue to practice good hygiene, such as frequent handwashing and covering coughs and sneezes. For more steps you can take, please visit <https://www.cdc.gov/coronavirus/2019-ncov/about/prevention.html> and [insert local Health Department information]. If you have a cough, fever, or other respiratory problems, the public health agencies currently advise that speak with your healthcare provider before going to a medical facility; you should not go to an emergency room.

[Concluding paragraph; supportive message to employees] Thank you so much for your understanding and support.

[Signature]