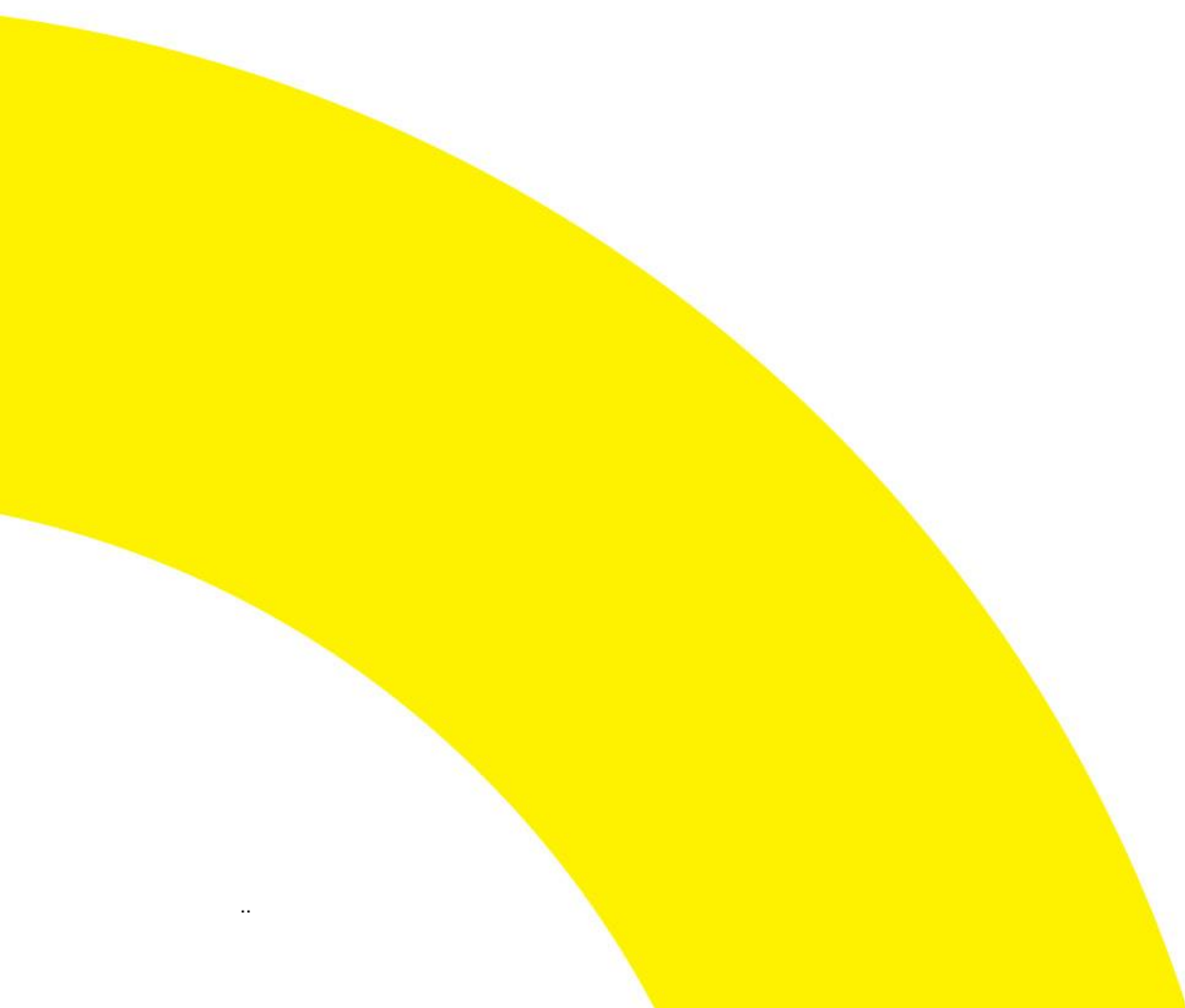


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COVID-19 executive email



The following sample content provides messaging and topics to address the COVID-19 pandemic. Customize based on individual company circumstances and messaging.

[Greeting],

At [Company], your health and safety are our top priorities. As we continue to navigate through the COVID-19 (commonly known as the coronavirus) pandemic, please know we are closely monitoring local, state and global guidance to ensure all recommended and appropriate measures are being taken.

We are continually assessing and re-evaluating our policies and guidance to ensure we are taking all the appropriate and recommended measures to protect our people while keeping our business running and doing what's responsible. We will continue to keep you informed as the situation and our response evolves.

Clearly, these are uncharted waters, but there are things we can all learn and do so that we come through this crisis successfully.

Here's what we are doing:

- **Preparing for what's ahead.** I have appointed a special team of leaders to address all new issues and plan for what's next as the situation continues to unfold. We are treating this health crisis with the gravity it deserves so that we are prepared to mitigate short-term impacts, with a long-term view.
- **Taking steps to create a safer work environment.** [List key activities such as colleagues working from home, creating greater physical separation among those in offices, providing masks or sanitizer, increasing cleaning/sanitation efforts at company locations, exploring temporary policies to address unique needs, etc.]

Here's what we are asking of you:

- **Take care of yourself and each other.** Try to stay calm, remain safe and keep informed. Take precautions to protect yourself and to stop the spread of this virus. You've heard this before: Wash your hands often. Cover your cough or sneeze. Avoid touching your eyes, nose and mouth. And avoid close contact with large crowds of people.
- **Follow company guidelines.** We're doing our best to get information to you quickly. Check in regularly for updates on [Intranet or other main channel], via email and through [Yammer or similar internal social media platform]. Stay in touch with your manager.
- **Take advantage of your [Company] benefits.** [Customize based on your benefits and time-off policies; highlight a few here; link to more information. Sample content:] Use [telemedicine program] or the [24/7 Nurseline] available through your medical plan. If needed, reach out to a professional counselor at the Employee Assistance Program. Find additional information at [HR portal or other site with relevant posting].

- **Talk with your manager or HR representative if you have specific needs or issues.** We understand that this situation may have created exceptional factors for some **colleagues** that may require some extra accommodations. We will carefully consider every reasonable request.
- **Stay informed using reliable sources.** With the constant barrage of news cycles and reports, we understand your concern and the anxiety you may be feeling. We will continue to provide important information to you in a timely manner. But in the meantime, get your information from trusted sources, like the Centers for Disease Control and Prevention (CDC) [[Link to: https://www.cdc.gov/coronavirus/2019-ncov/about/index.html](https://www.cdc.gov/coronavirus/2019-ncov/about/index.html)] and the World Health Organization. [[Link to: https://www.who.int/emergencies/diseases/novel-coronavirus-2019](https://www.who.int/emergencies/diseases/novel-coronavirus-2019)]

Thank you for the extraordinary efforts that you are taking to keep our business running during this crisis. I have every confidence we will come through this stronger as a company. We are committed to continuing to provide timely updates to you.

And thank you for supporting one another in the weeks ahead. Take care. Be safe.

[sign off]

About Alight

Alight Solutions is a leading provider of integrated benefits, payroll and cloud solutions. With more than 15,000 professionals across 29 countries, Alight provides leading-edge benefits administration and ERP technology and services to more than 3,250 clients including 50% of the Fortune 500. Alight's combination of data-driven insights and technology expertise creates unique value for clients. Alight is a six-time member of IAOP's Global Outsourcing 100. Learn how Alight drives better business outcomes and employee wellbeing for organizations of all sizes at alight.com.

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