Dear Friend,

In light of the Shelter-at-Home Order issued by the Governor of California, we want to remind you that the health and safety of [Organization]’s employees, volunteers, clients, and community remain our highest priority. The Governor’s March 19 [Order](https://www.sccgov.org/sites/phd/DiseaseInformation/novel-coronavirus/Pages/order-health-officer-031620.aspx) limits activity, travel, and business functions to only the most essential activities and encourages all members of the public to shelter at home to the maximum extent possible to reduce community spread of COVID-19.

These directives were carefully developed by public health officials based on the best available information and science. They were also informed by best practices from around the world and substantial input from the U.S. Centers for Disease Control and Prevention (CDC), which has several staff on the ground here in Santa Clara County.

During this difficult time, we want to urge our team members and the community we serve to remain calm and follow all guidance and directives from our public health professionals:

* Please shelter at home unless absolutely necessary for essential activities.
* Please encourage your friends and family to do the same.
* Practice excellent hygiene and pay close attention to your health.
* Stay connected to your loved ones (preferably by phone) and make sure they are taking care of their physical and mental health.
* Also, please buy normal quantities of essential supplies, food, and medicine to ensure that there is enough for everyone (grocery stores, pharmacies, and other essential services will remain open).

While difficult decisions are being implemented to slow the spread of COVID-19 and protect our most vulnerable residents, [Organization] continues to place our highest priority on the safety and well-being of our staff and their loved ones.

That is why our office will remain closed until further notice, and all staff are working remotely from home. OR That is why we are taking every precaution to prevent the spread of the coronavirus while continuing to provide essential services to the most vulnerable in our community.

As you know, this is an evolving situation, and guidance and directives may continue to change. Please stay informed. More information and regular updates can be found on the [County Public Health website](https://www.sccgov.org/sites/phd/DiseaseInformation/novel-coronavirus/Pages/resources-public-info-outearch.aspx) at www.sccphd.org/coronavirus.

Thank you for standing on the front lines with us in this challenging time.

Sincerely,

[Name, Title]