Template Email for Farm Employees

In light of the March 23, 2020 “Stay Home, Stay Safe” order from Gov. Whitmer, it may not be immediately apparent to people across the state, including agribusiness employees reading news reports, that food and agricultural businesses can continue to operate as essential infrastructure. We recommend considering a communication to employees detailing your operational plans. A template email is below.

All,

I am writing to give you an update in light of the ongoing response to COVID-19, as well as Governor Whitmer’s “stay home, stay safe” executive order issued on March 23.

It’s important to know that while “non-essential” business and travel are not allowed under this order, Governor Whitmer has identified Michigan’s food and agriculture industry as critical infrastructure.

Due to the critical function we perform as part of Michigan’s agriculture sector, [Company] will remain in operation while focusing every day on the best practices needed to keep everyone safe and healthy.

Our top priority is the health, safety and well-being of our employees and the customers we serve every day. [List any actions you have already taken, such as deep cleaning, closing of offices, etc.] I continue to encourage all employees to carefully follow best practices to prevent the spread of COVID-19, including frequent handwashing and maintaining six feet of separation from others.

[List any other details about how employees will be scheduled, or how operations may change to ensure social distancing in the workplace.]

**If you feel sick, or if you have been in close contact with anyone who feels sick, do not come to work and contact your supervisor.**

In addition, employees in transit to and from your place of work, or as part of your normal work day, must print and carry the attached letter with you.

Thank you for your hard work every day. At this uncertain time, maintaining a reliable food and agricultural supply chain in our state is critical. We all play an important role in this effort, and together, we can keep Michigan agriculture going strong while keeping one another safe and healthy.

Sincerely,

Name of Farm Owner/HRD Manager