

### Sample Employee Communiqué in Response to Covid-19

Whether you are a returning and brand new employee of one of our outfits, we wanted to take this time to communicate to you our perspective and policies regarding COVID-19.

Firstly, please know that there is nothing more important to us than the health and safety of our guests and staff. In that regard, we have diligently revised all of our operating and safety procedures so that we embrace vigilant adherence to best practices for sanitation, disinfection of communal surfaces, and availability of hand washing stations throughout our facilities.

We of course will comply with every aspect of government mandated curtailments and CDC recommendations. Having said that, we fully expect and hope that our seasons will continue as we firmly believe that getting out in the woods may just be the perfect way to relieve the stress of this crisis, and begin the healing we'll need as a society. You as our staff are a very important part of that, and just know that we are committed to continue on. As we consider the possible ramifications of a prolonged outbreak of Covid-19, we wanted to openly discuss potential impacts:

- It is possible that the land management agencies may delay openings or mandate certain operating restrictions. If that is the case, we are contractually obligated to comply. If this occurs, we will notify you immediately and let you know the ramifications on your time with us. What might that be you ask? It is possible that our scheduled openings could be postponed to anywhere from a week to a month or more. There is no current indication that will occur, so please do not be alarmed. But if it does happen, it may result in a delay of the intended start date. We want you, and will work with you. We know that some of you are “between places” and will have nowhere to go. We will provide housing and other accommodations to bridge any temporary gap.
- It is possible that due to the ripple effect of the closures and economic impacts that some of our clients will have no choice but to cancel their trips. We are monitoring this daily. *UPDATE ON CANCELLATIONS* Should it get so bad that we will have to scale back our operations we will notify you accordingly.

As you prepare for your employment with one of our Divisions please know that we will be following [Centers For Disease Control and Prevention](#) (CDC) guidelines, and that we may remove a staff member from a trip as per current CDC guidelines. Currently, those are:

- If a staff member has or will be traveling through an area identified by the CDC as warning level 3 in the 14 days prior to a scheduled trip
- If a guide has been in close contact with someone (within approximately 6 feet for any sustained period of time) of a person known to have COVID-19 within the 14 days prior to a scheduled trip
- If a staff member develops flu-like symptoms (a fever, cough, and shortness of breath) during the 14 days prior to a scheduled trip
- If an employee develops flu-like symptoms during a trip, per CDC guidelines, we will socially distance the individual(s) from the rest of the group and any community items, disinfect any suspected items or



SWAN MOUNTAIN  
CONSULTING GROUP

areas of contamination, encourage them to wear a surgical mask (to help prevent the spread of their illness), and consult local agencies about the possibility of an evacuation.

We encourage you to review your employment agreement. If you have any questions about policies or procedures, we welcome them. Usually, you'll get the fastest response by emailing or calling us:

Name of Outfitter: [outfitter@gmail.com](mailto:outfitter@gmail.com) and by phone at 406-555-5555

Since 19XX, it's been our job to FILL IN PHILOSOPHY HERE. We think we are blessed with the best jobs in the world, and nothing makes us feel better then sharing it with our customers. As employees, you are on the front line of making this happen, we couldn't do it without you!

Sincerely,  
Name Of Outfitter