*Sample memo regarding essential employees (based on original supplied by Hebrew Home at Riverdale, Bronx, NY).*

To: [Organization] Staff

From: [Name/Title]

Date: [Date]

Re: Essential Employees

COVID-19 poses an immediate and significant healthcare threat to the elderly population. Because those in our care are at greatest risk for contracting the virus, all RiverSpring Health employees are deemed essential employees and are expected to report to work.

We are facing the most challenging healthcare crisis of our time. Thank you for protecting the health and well-being of New York City’s most vulnerable.

If you have any questions please call the medical office at [number]. Thank you.