# ****[FIRM NAME] COVID-19 Business Continuity Plan****

Amid growing concerns with the spread of COVID-19, which is the disease caused by the novel coronavirus, **we are committed to maintaining high-quality service and timely responses to your needs.**

We are also ensuring the health and safety of our employees and clients remain a top priority during this time. For those reasons, we have implemented the following procedures:

* **Ongoing monitoring:** We are reviewing the COVID-19 situation daily and are following recommendations from the World Health Organization (WHO), U.S. Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH).
* **Services will remain consistent:**Our business services and internal infrastructure support will continue; we are prepared to work virtually when necessary.
* **Meeting options:** If you have an in-person meeting scheduled in the coming weeks, we recommend that you contact us to reschedule your meeting as a phone/video conference to minimize personal contact.

We will continue to monitor the situation through federal, state and local sources and provide updates as necessary. If you have any questions, please reach out to us at [phone number] or [email address].

Sincerely,

Signature block