

## **Sample E-Mail Memo from Company Executive to their Employees**

*If you want to customize your message and include additional information, you can [visit Ventegra's Respiratory Illness Resource Center](#). Your members may use the link as well.*

**SUBJECT:** Important Message – Protect yourself and others from respiratory viruses!

**MESSAGE:**

Dear Team Member,

Respiratory viruses, like influenza (flu), COVID-19, and respiratory syncytial virus (RSV), circulate year-round, but we typically see increased illness between October and March in the United States. That makes fall a good time to review the steps you and your family can take to prevent illness.

- **Stay up to date with immunizations.** We strongly encourage you to [locate an in-network pharmacy](#) and schedule your flu, COVID-19, and RSV vaccinations, included at no cost to you as part of your pharmacy benefit.
- **Practice good hygiene.** Cover your coughs and sneezes, wash or sanitize your hands often, and clean high touch surfaces.
- **Take steps for cleaner air.** Bring in fresh outside air, purify indoor air, and consider gathering outdoors when possible.
- **Prevent spread when you are sick.** Stay home and away from others when you have respiratory virus symptoms like fever, cough, sore throat, and runny nose.
- **Seek health care promptly if you have [risk factors for severe illness](#).** Early treatment may help lower your risk of severe illness.
- **Consider additional strategies for further protection.** Strategies like [masking](#), [physical distancing](#), and [testing](#) can help lower the risk of virus transmission when there is a lot of [illness in your community](#).

Every year, respiratory diseases such as flu, COVID-19, and RSV cause hundreds of thousands of hospitalizations and thousands of deaths in the United States. Thankfully we now have more tools than ever to protect you, your loved ones, and your colleagues. I strongly encourage you to stay up to date with your immunizations and follow the additional prevention strategies shared above.

Thank you,

Name, Title