

Dear [Joe Smith](#),

As you may have recently heard, actions to combat the spread of the CoronaVirus (COVID-19) have greatly impacted businesses throughout the US. With the recent restrictions put in place by the State of Oregon and Governor Kate Brown, this impact is now being felt by [CENTER NAME](#) and it's 14 locations throughout Portland. We have been working extensively with local organizations including the Oregon Office of Childcare, Oregon Health Authority, Early Learning Division and local health departments. This partnership with local organizations was in an effort to keep [CENTER NAME](#) staff and its students safe & healthy. With the new guidelines set forth for organizations in the childcare field, we are experiencing a hardship due to a drop in our enrollment and the ability to keep all of our locations open. We appreciate all your hard work and dedication to [CENTER NAME](#), as a valued member of our team, your passion for helping kids is exceptional.

Due to the pandemic and the recent announcement to close public schools through April 28th, we have come to the extremely difficult decision to temporarily lay off teammates. Although we never anticipated public schools closing for extended periods of time, the recent closure of local businesses impacting our enrolled families and the reduced headcount of groups allowed in public are causing us to make difficult decisions.

This email serves as your notification that we must temporarily lay you off as of ___/___/____.

We want to be clear; we are **NOT** terminating your employment. The latest information indicates that we should be able to re-open all our locations to operating normal hours on Wednesday April 29th. We plan on conducting two days of training starting with an all staff meeting on 4/27/20 and CPR training on 4/28/20 in the main office, we will send out more detailed information as these dates approach. If these dates change in any way, we will be sure to communicate this information to you just as soon as we receive it. We have carefully weighed all our options and we believe based on our situation, this will actually be the most financially viable course of action for our staff members like you.

Joe Smith - Teacher - [LOCATION](#)

Date of Temporary Layoff - 3/23/2020

Date of Recall to Work - 4/27/2020

Due to the decrease in hours available to staff, the decision to issue temporary layoffs does enable staff members to file for temporary unemployment benefits. As a temporary layoff, you will not be required to look for work as you will need to be ready to report to [CENTER NAME](#) just as soon as we return to normal operations. I have included attachments which include information related to available resources from the state (unemployment, food stamps, etc) as well as a list of FAQs (frequently asked questions). Below is a link to our local Employment Department website to file for online unemployment information and applications.

If you are currently enrolled in the [CENTER NAME](#) benefits package, you will be receiving information mailed to your home address on file or via email from Infinisource (our Cobra provider) on the costs related to continuing your benefits coverage. If you need to update your home address on file, please reach out to me or [NAME](#), we would be happy to update this information for you. Please don't hesitate to reach out to me or your supervisor with any questions or concerns you might have.