<INSERT MEMO DATE>

**RE: NOTICE OF EMERGENCY SERVICES ONLY**

Dear Doctors,

We sincerely appreciate your leadership, support and the trust you place in us during this unprecedented crisis. We want to inform you about how we are addressing the coronavirus (COVID-19) situation with full transparency and as frequently as possible. We feel it is imperative that we communicate to our valued doctors to set expectations both personally and individually over the phone, through the emergency text group and company email.

<INSERT COMPANY NAME>. is bracing and preparing for the inevitable operational, clinical and economic impact of the Coronavirus Disease 2019, or COVID-19, on our employees and workplace.  We are working diligently to design and implement operational plans that will facilitate the survival of our dental group.

**Effective immediately:**

* Doctors have been mandated to perform only emergency dental and essential services (treatment that you deem clinically urgent).
* All non-essential dental services and treatment will be rescheduled in the future (beginning <INSERT DATE> for now).
* Your teams will be honed to essential support to facilitate the practice of this emergency dental treatment.
* Most non-essential team members will be placed on “furlough” status, which enables them to remain an employee so that they can retain their benefits and still file for unemployment benefits. We will be sending you the list of furloughed employees in your particular office.
* **<INSERT COMPANY POLICY ON DAILY DRAWS FOR DOCTORS>**
* <INSERT UPDATE FOR NEXT COMMISSION TO BE PAID>
* <INSERT UPDATE FOR FUTURE COMMISSION TO BE PAID>

We want to assure you that the <INSERT COMPANY NAME> Support team is making sacrifices to continue to support you and your teams through this crisis period.

* *Owners have forfeited their compensation during this time (entirely)*
* *Support Team members have committed to deferring compensation during this time.*
* On any communications regarding the COVID-19 crisis, we will BCC all of your personal email addresses to ensure that these communications are reaching you.
* The <INSERT COMPANY NAME> team will work through whatever restrictions, mandated quarantines, etc. to keep things moving and deal with any and all issues at hand.

We will continue to monitor this evolving global health crisis closely, conferring with the local, state and federal health and regulatory departments, as well as with the CDC, while holding regular and frequent meetings focused on our response and our emergency preparedness protocols.

**The Home Office Team is at your full disposal. Please email or call us if you have questions or need additional information or support.**