## Example: Communication to Supervisors when Plant is Closing (amend for partial closure)

Our priority remains to protect and keep you safe during and beyond this current situation.

I am attaching a copy of a notice that is going up on all notice-boards within the next two hours.

We are, reluctantly, stopping production completely this Thursday after first shift. The plant will be in lock-down from 4pm Friday afternoon.

As you probably guessed, the reason for the temporary closure is X.

We are looking for volunteers, four from each team to run the closure program from the end of Thursday Shift until 3pm Friday – the jobs will be advised and paid at standard rates.

We are able to keep to our pay-policy as predicted and as sent to you and notified to everyone on X Date. For the avoidance of doubt, the main details of this are reproduced after my sign-off.

Nobody is yet able to predict how long the plant will be closed, but you must know that I and all the senior management team live and breathe productive success and we all continue to work with our suppliers and customers to bring everyone back when possible.

If you are hearing questions, or if you have questions yourself, do please let Joanna have these. We cannot answer any concerning the length of the shutdown. A collection point remains outside the plant office with forms until 3pm Friday. Any operative that wants information, over and above what we will continue to send out to them, they can send to her email address as given below my sign-off, and if unable to do so, will be texting you to forward to Joanna – they are aware of this, but you may want to reinforce that before your shifts leave for the last time before the temporary closure. When texting you, they will not get written replies but their concerns will be answered in future mailings to them.

Thank you as always for your support,