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

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

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 notified to everyone on X Date. For the avoidance of doubt, the main details of this are reproduced below.

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 will all continue to work with our suppliers and customers, with the aim of bringing you back as soon as we can.

If you have questions, 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. When at home, if you do not have email, then please text your supervisor and he/she will pass on your message to Joanne. Her replies via supervisors will be included as general replies in further notices, while you are at home and as we have other news for you about the closure, pay, infection-control changes and other matters.

Thank you as always for your support. Please speak to your supervisor in the first instance if you have other concerns that you believe could be answered now rather than later,