**TEMPLATE: Sample Letter to Patients RE: Coronavirus (COVID-19)**

<Pharmacy Letterhead>

**URGENT CORONAVIRUS UPDATE**

Date

Dear Patients:

**Please read this notice as it pertains to health-related precautions.** Due to the severity of the circumstances unfolding with the coronavirus (COVID-19) and cases reported in [County or City], [Pharmacy Name] is taking extra steps to protect our employees and patients. We are especially concerned with minimizing exposure to our high-risk patients, such as elderly and immunocompromised patients, who to this point have been the most severely impacted by the effects of the virus.

Here are the steps we are taking:

* Pharmacy team members are required to wash their hands before and after breaks and lunches, as well as every hour, and wear protective gloves at all times.
* Wiping and cleaning our counters, workstations, equipment, cash register touchpads and all door handles every 30 minutes.
* Asking all of our patients who are experiencing cough, sore throat, chest congestion, fever, and/or any other flu-like symptoms to NOT enter the pharmacy.
  + We are especially encouraging these patients, our high-risk patients, or any other patients who want to minimize potential exposure to utilize our drive-through, courier services (at a small fee) or our no-charge curbside delivery temporary service.
    - With our curbside delivery service, you call when you arrive in our parking lot and our staff will deliver your prepared medications and over-the-counter items to your parking space.
    - To expedite processing, please provide payment information when calling if you would like to utilize the curbside delivery service.
  + If you DO come into the pharmacy, please use hand sanitizer available at the checkout counter to sanitize your hands.
* Recommending that patients fill 90-day supplies on medications, if your insurance allows, and talking with us to synchronize all medications to help reduce unnecessary trips to the pharmacy.
  + If you need counseling on any medications or over-the-counter items, our pharmacists will gladly help you over the phone.

Please remember that we have a number of patients who are on immunosuppressant drugs, undergoing chemotherapy, and/or suffering from autoimmune disorders. Everyone’s cooperation is much appreciated and is vital to helping ensure the safety of everyone.

Pharmacy Name has remained proactive in maintaining stock levels of medication and supplies during this time. While we cannot anticipate what the next few weeks to months will hold, always know that we are here to serve you. Please be diligent in providing us with extra time to complete your medication orders as we may be short-staffed in the coming weeks.

For more information on viral prevention products, please visit our website: [www.XXX.com](http://www.XXX.com).

Our staff is committed to offering the outstanding patient care you always receive from our pharmacy. This is a fluid situation, so please be sure to check our website ([www.XXX.com](http://www.XXX.com)) or follow our Facebook page (XXX) for updates and the latest information. If you have any questions, please call us at XXX-XXX-XXXX.

Stay well,

Pharmacy Name Staff