**To the Team:**  
   
“The [STATE VMA], and by extension the State of \_\_\_\_\_\_\_, have stood by their decision to preserve Veterinary Facilities as ***essential businesses***. We will play an important part in the days to come as communities begin combating COVID-19. Remember, every vaccine we administer helps stop the spread of zoonotic diseases. With that in mind, we ask that you begin remembering why you all joined this field:

* You joined this field because you care about animals
* You joined this field to give the voiceless a voice
* You joined this field, not because it is easy, oh no, you chose this field because it is challenging work that must be done
* You joined this field to help

As Hospital Director, my mission is to ensure that you all are safe, that our clients are safe, and that our patients are safe. I am committed to ensuring that we keep our doors open to our community that need us while ensuring that we are all able to do our jobs as safely as possible. With that being said, following the guidance from the [STATE VMA], we will be:

* [List SOP changes and any limitations you are placing around certain procedures]

I would be remiss if I did not advise you ALL to maintain an extra layer of caution as you go about your lives outside of work. Please understand that ANY activity you take part in outside of the hospital has the potential to have a massive impact on your fellow team members and our business as a whole. Please do your very best to minimize the risk of your own exposure to COVID-19 by:

* Following CDC guidelines around social distancing
* Following CDC guidelines around sanitation
* Using your best common sense when leaving the house

It is an honor and a privilege to lead a team full of dedicated, caring, professionals.”

Sincerely,

[OWNER]