

Communicating on Covid-19 in English

Si vous avez besoin de communiquer des informations sur les dernières mesures prises à vos salariés ou vos interlocuteurs non-francophones résidant en France, le site gouvernemental dédié a une version réduite disponible en anglais :

<https://www.gouvernement.fr/en/coronavirus-covid-19>

Voici une proposition de texte pour communiquer à vos clients / prestataires / fournisseurs / collègues à l'étranger. Ces modèles sont évidemment à adapter à la situation et aux dernières informations officielles. Si vous avez besoin d'aide pour l'adapter ou souhaitez vous faire aider avec votre communication sur la situation en cours n'hésitez pas à nous contacter (contact@voriginale.fr)

Dear **John / Linda / Mr. ou Mrs. ou Ms. Smith**

ou

Good **morning / afternoon / evening**

In the light of the latest measures put into place by the French government **we have decided to close our offices / all non-essential staff will be working from home / all our staff will be working from home...**

... **for the foreseeable future / for the next XX weeks.**

This should not cause any disruption to our usual provision of **service / goods** and our systems and procedures will be operating normally.

We look forward to continuing to serve you in the coming days and weeks and will be happy to answer any specific questions you may have relating to this or any other matter.

ou

This will of course require some important changes to our usual provision of service / goods and our systems and procedures will be modified as follows:

[détail des modifications]

We will of course continue to keep you informed as this is a fast-moving situation. We will strive to maintain the best level of service despite the very difficult circumstances in which we find ourselves and which are of course beyond our control. Any specific questions or queries should be directed to **XX** *[nom de la personne]*.

ou

This means we are unable to continue our usual provision of **services / goods** until further notice. We deeply regret having to take this decision due to the very difficult circumstances in which we find ourselves and which are of course beyond our control. We look forward to being able to return to normal service as soon as it is safe to do so and will keep you informed of the latest developments.

Best regards,