

Message Types: *Emails*

To: Sprinklez Donuts
From: Sprinklez Headquarters
Date: 10 March 2020, 9:18 AM
Subject: Emergency IWB49 virus update

So, the Disease Control Administration (DCA) is closely monitoring the outbreak of the IWB49 virus that was first recognized in Mexico.

Additional cases have been identified in other locations, including Canada.

As a company, the safety and well-being of our employees and clients is our main importance.

Due to this, we advise employees that have recently visited Mexico, or are in close contact with an individual who has travelled from Mexico, to remain at home and refrain from entering their work location for the next little while following the return of the individual from Mexico.

We ask that the employees currently in this situation to contact their manager to ensure they continue to receive their regular/base pay for regularly scheduled workdays missed.

You will be asked to send HR any valid documentation necessary to claim this pay period. Please contact HR at 123-456-7890. As always, we are here to provide support and answers to any questions or concerns you may have.

If you do not come to work during this time you will not be paid.

Also, remember that our staff Christmas party is next Tuesday.

thanks,
Sprinklez Headquarters

This email contains errors in terms of grammar, message, purpose, structure, and tone.

1. Identify and mark any errors in this email.
2. Rewrite this email to ensure employees of Sprinklez Donutz, Inc. are well informed of the hazardous virus outbreak.

Message Types: *Emails* [Answer Key]

To: Rumabel Mateo (r.mateo@sd.com), Lynden Pagurut (l.pagurut@sd.com), [180 more]
From: Olivia Fu, Human Resources Manager, Sprinklez Donutz, Inc.
Date: 10 March 2020, 9:18 AM
Subject: Please read – IWB49 Virus update

Hello all,

As you may know, the Disease Control Administration (DCA) is closely monitoring an outbreak of the IWD49 virus that was first identified in Mexico City, Mexico. As of recent, additional cases have been identified in other countries, including Canada.

As a company, the safety and well-being of our employees and customers is our main importance. Due to this incident, we advise that any employees travelling from Mexico, or who live in the same household as an individual travelling from Mexico, refrain from reporting to work 14 days following the individuals' return from Mexico.

Employees currently in this situation are asked to contact their manager to ensure they continue to receive their regular/base pay for scheduled workdays missed. You will be asked to contact human resources and attach any valid documentation to support the claim of this pay period.

As always, we are here to provide support and answers to any questions or concerns you may have.

Thank you,
Olivia Fu

Olivia Fu
Human Resources Manager, Sprinklez Donutz, Inc.
1234 Richmond St, Vancouver, BC, Canada X0X 0X0
(123) 456-7890, ext. 101
