**[NOTE TO EMPLOYEES: IF PORTIONS OF THESE SAMPLE MESSAGES DO NOT PERTAIN TO YOUR LOCAL SITUATION, YOU CAN REMOVE OR MODIFY AS NEEDED.]**

**COUNTY CENTER CLOSURE MESSAGE**

*TO RECIPIENTS*,

We continue to work with county and state health officials, as well as NC State and N.C. A&T State Universities, to monitor the evolving coronavirus (COVID-19) pandemic. To help prevent the spread of the virus, effective immediately and until further notice, \_\_\_\_\_\_\_\_\_\_\_\_\_ County is *closing our Extension office, etc*.

Our Extension agents are still available via email, phone and other technological means, and will continue to assist you to the best of their ability. Find contact info and details regarding N.C. Cooperative Extension's \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County center operations on our website at *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.

Please know that these changes are intended to protect the health and safety of our community while striving to provide the resources and services you need. We will continue to closely monitor the situation and act consistent with local, state and national recommendations.

NC State and \_\_\_\_\_\_\_\_ County government resources regarding the coronavirus can be found at the links below:

* [NC State University Coronavirus Resources](https://www.ncsu.edu/coronavirus/)
* [County Government Coronavirus Resources (*Example*)](https://co.currituck.nc.us/news/coronavirus-information-for-nc/)
* [NC State Extension Website](https://www.ces.ncsu.edu)

We thank you for your patience and understanding at this time, and we are committed to continue serving and growing our community. Together we will see it through, one day at a time.

Stay tuned to our social media pages on Twitter/Facebook/Etc. *<OPTIONAL>* for more info and updates as they become available. And above all, take the necessary precautions to keep you and your neighbors safe.

# # #

**EVENT CANCELLATION MESSAGE**

[**NOTE TO EMPLOYEES: THIS SAMPLE MESSAGE DOES NOT APPLY TO SITUATIONS WHERE AN EVENT IS BEING TRANSITIONED TO AN ONLINE FORMAT LIKE ZOOM.]**

*TO RECIPIENTS*,

We continue to work with local and state health officials, as well as NC State and N.C. A&T State Universities, to monitor the evolving coronavirus (COVID-19) pandemic. To help prevent the spread of the virus, \_\_*N.C. COOPERATIVE EXTENSION’S COUNTY CENTER NAME*\_\_\_ **OR** \_\_\_*NC STATE EXTENSION’S PROGRAM NAME*\_\_\_ is cancelling / postponing the \_\_\_\_*EVENT NAME*\_\_\_\_ scheduled for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

We sincerely appreciate your patience and understanding, and will provide additional information as it becomes available. <*Include details about refunds if applicable…*>

Please know that these changes are intended to protect the health and safety of our community while striving to provide the resources and services you need. We will continue to closely monitor the situation and act consistent with local, state and national recommendations.

Find contact info and details regarding our *PROGRAM NAME* team on our website at *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*. Additional resources can be found at the links below:

* [NC State University Coronavirus Resources](https://www.ncsu.edu/coronavirus/)
* [NC State Extension Website](https://www.ces.ncsu.edu)

We thank you for your patience and understanding at this time, and we are committed to continue serving and growing our community. Together we will see it through, one day at a time.

Stay tuned to our social media pages on Twitter/Facebook/Etc. *<OPTIONAL>* for more info and updates as they become available. And above all, take the necessary precautions to keep you and your neighbors safe.

# # #