

EMAIL TEMPLATE MEMO

To: All Staff

From: [CONTACT NAME]; [COMPANY NAME]

Subject: NEW At-Home COVID-19 Rapid Testing Option for Employees

As we continue to move forward with identifying better ways of getting to work while staying safe, we are happy to announce we are partnering with eMed, a digital health company simplifying access to health care through digital point-of-care solutions. As such, eMed is providing COVID-19 rapid testing from the convenience of your home that is virtually guided by a live person.

For individuals with symptoms related to COVID-19, receiving a prescribed test via eMed is as easy as:

1. Logging into eMed.com/your-business and completing the COVID-19 Testing Questionnaire to determine eligibility (click “Order Now” button)
2. Paying for the test with your major credit or debit card
3. Receiving the expedited shipment within 48 hours of order approval

As a result of our partnership with eMed, we are participating in a Reimbursement Program where we will pay you the full amount of your prescribed test, including shipping and tax.

Simply, ensure you forward your electronic receipt to our e-mail (eMedTestReimbursement@businessname.com), and we will take care of the rest.

Got questions? Visit the Support page of eMed to review FAQ or speak with [CONTACT NAME] in [DEPARTMENT NAME].

Thank you for your continued trust and relationship with us. We greatly appreciate your flexibility as we navigate our return to work options.