*Note: this is a rough template of a letter a group could send to employees letting them know that this year’s OE will be conducted virtually. It may need some adjusting depending on the group’s needs so please update the bracketed information and adjust as needed. Depending on the broker’s involvement, it may be a good idea to include some of the broker’s contact and involvement in the meeting.*

**2020 Virtual/Online Open Enrollment**

[Greeting],

At [Company], your health and safety are our top priorities. As we continue to navigate through the COVID-19 pandemic, please know we are closely monitoring local, state and federal guidance to ensure all recommended and appropriate measures are being taken.

With these guidelines in mind, we’ve decided that we will be conducting this year’s benefits Open Enrollment virtually. This includes virtual enrollment meetings and an online enrollment platform.

* **Open Enrollment Meeting** – our broker, [broker name/agency], will be hosting a webinar from [time and date], calendar invitation to follow.
* **[Online Enrollment Vendor or electronic paperwork]** – we will be using [Online Enrollment Vendor] for online enrollment which will allow you enroll or waive in this year’s coverage.

We’ll be covering everything you need to know about your benefits in the virtual Open Enrollment Meeting. This includes some of the valuable services that are included in certain plans, such as [list of services, for example, telemedicine, teledentistry, 24/7 Nurseline, COVID-19 risk assessment app, EAP].

We understand that this new format brings its own challenges, if you cannot attend this meeting or would like to schedule a one-on-one, please contact [contact’s name] to schedule a meeting.

Thank you for the extraordinary efforts that you are taking to keep our business running during this crisis. We have confidence we will come through this stronger as a company. We are committed to continuing to provide a benefits package that will support you now and into the future.

Thank you,

[Contact]