



**To:** All U.S.-based corporate office associates  
**From:** Doug McMillon, President and CEO – Walmart  
**Date:** March 13, 2020  
**RE: U.S. corporate offices to work remotely temporarily**

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As you know, a number of organizations have postponed major events, classes and conferences as a precaution to reduce the spread of COVID-19 (coronavirus). In consultation with state and local health officials, and with the guidance of our Chief Medical Officer, we have made the decision that associates based in our U.S. corporate offices should work remotely through at least Friday, April 3. Internationally, this decision will be made by our in-market leadership teams based on what is best for their situation.

As always, our purpose is to support our associates in our stores, clubs and supply chain, and we need to be healthy to do so. While our ways of working at the office will change in this period, that focus on our associates will not. Our stores and clubs are open and providing a vital service to our communities at this unprecedented time. We will be there for them, and you'll continue to see our leaders in stores, clubs and distribution centers across the country.

- All U.S. offices, including the Bentonville Home Office, will begin remote work on Monday, March 16. Please use Friday, March 13 to prepare for working from home, as we expect this scenario to be in place through at least Friday, April 3.
- Some of our Home Office associates in the Bay Area and Hoboken have been making adjustments to where they work already, given how the virus is impacting their areas, and we support those decisions.
- It should be noted that offices will remain open, but services such as cafeterias, printing services and other resources will be temporarily closed. The environment at our offices will be similar to how it is on the weekend. If you choose to come into the office for a specific purpose at some point, please practice social distancing and do not gather in groups.
- Please do not attend business meetings in other buildings, such as supplier offices, during this time. Use good judgment about using public facilities for remote work and practice social distancing.
- You will receive an additional email later today with more specific technical guidance. In the meantime, you can find information [here](#) on how to work remotely.

- You should expect to hear from your respective leader if there are specific needs to maintain business continuity that will require you to come into the office, or if you are an hourly associate who does not already have remote access. A limited number of people will still need to work in office locations, such as the Emergency Operations Center, which will be fully functional.
- We ask all teams to think through how they will communicate with each other and lead under these circumstances. We have lots of great collaboration and video conferencing tools to take advantage of.
- As always, use paid time off for days when you are not working. Many people have personal travel plans during these next few weeks, and we ask that you follow all government warnings and restrictions around travel.

We know this is a challenging time, and it will require all of us to be patient and flexible and to support one another. We'll return to our regular ways of working as soon as we can. We'll work closely with our Emergency Operations Center and health officials, and we'll keep you updated as new information is available.



*For additional information, visit the COVID-19 resource page on [OneWalmart](#)*