To **[Company name]** employees:

Welcome back to work!

We are so happy to have you back. You’ll notice various changes in the way our workplace looks as well as new practices and protocols. We have made these adjustments with the primary focus of keeping you safe. We appreciate with anything new, there can be changes and we are here to support you. Together we can navigate the complexities of our new environment.

Here are some things we are implementing to help keep our workplace safe and to support you:

* We will adhere to the requirements set for by our respective states as well as CDC guidance.
* More frequent cleaning and sanitizing.
* Access to hand sanitizer throughout the workplace.
* Access to our employee assistance program (EAP) and other mental health resources (contact HR or **[name and email of person to contact]**).
* Staggered shifts so fewer people are on-site at one time.
* More frequent communications on our business, projections, new policies and requirements, your health and safety, and measures we are taking to support you and our community.
* New limits on the number of people allowed to gather in conference rooms (no more than **[5]** people).
* Face coverings will be required in all areas of the location and are available to you if you need one. If you are unable to wear a face covering due to medical reasons, please contact HR to discuss an accommodation.
* Common areas will be restricted
* Hallways are one way only, please follow the proper direction as indicated
* Business Travel will continued to be on hold
* We are restricting access to our location to only those required visitors, such as postal and supply delivery.

Here are some things we expect you to implement to help keep our workplace safe:

* DO not report to work if you are sick.
* Alert HR or your manager immediately should you be diagnosed with the virus.
* Wash your hands often, and for the recommended 20 seconds.
* Be sure to clean your face covering daily or use a disposable face mask.
* You will be required daily to certify you are nor experiencing any symptoms of COVID-19.
* Stay at least 6 feet apart when moving through the workplace.
* Be considerate of your co-workers (remember, we’re all in this together).
* Call, email, message, or video conference as much as possible rather than meet face to face.
* Be conscious and understanding of your co-workers who may be dealing with child care issues, illness or loss of loved ones, financial insecurity, and other issues.
* Speak with your manager, HR, or **[name and email of person to contact]** if you have questions or concerns.

Should you have a concern, we ask you contact our Safety Officer **[name and email of person to contact]** to share your concern and discuss ways to resolve.

As always, your health and safety are our main concerns. Thank you for your patience and cooperation, and welcome back to **[Company name]**.

**[Name and signature]**