

COVID-19 UPDATE

Welcome Back Letter (COVID-19 Return to Work)

Welcome back to work!

You'll notice various changes in the way our workplace looks as well as new practices and protocols. We understand these changes may be difficult and we are here to support you. Our goal is to collaboratively ensure you feel safe and secure so we can navigate the complexities of our "new normal."

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

- 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 our community.
- New limits on the number of people allowed to gather in rooms, conference rooms, and communal areas at one time (no more than **[x]** people).

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

- Go home if you feel sick.
- Wash your hands often, and for the recommended 20 seconds.
- Stay at least 6 feet apart when moving through the workplace.
- You may, but are not required to, wear a face mask or cloth face covering.
- Be considerate of your co-workers (remember, we're all in this together).
- Call, email, message, or video conference when possible rather than meet face to face.
- Be conscious and understanding of your co-workers who may be dealing with childcare issues, illness or loss of loved ones, financial insecurity, and other issues.
- Speak with **[name and email of person to contact]** if you have questions or concerns.

Thank you for your patience and cooperation, and welcome back to **[Company name]**.

[Name and signature]

Note to employers: Adjust language as necessary for your workplace. Be sure to check any state and local public health guidance as you formulate return to work plans.