

[COMPANY LETTERHEAD]

[CURRENT DATE]

Dear [NAME],

I want to personally inform you that effective [RE-OPENING DATE], our facility at [ADDRESS] will be re-opening for active operation. I look forward to seeing you then.

I can appreciate that this news may bring mixed emotions for you. The past few months have been especially challenging for many, with new and unprecedented experiences resulting from COVID-19. You may also be questioning whether it's safe for you to return to work. I want to assure you that we have taken every precaution to ensure our facility is safe.

Moving forward, and until otherwise determined, we will be staggering people's work shifts. Specifically, for you, this means you will work [INSERT SPECIFIC INFORMATION ON WORK SCHEDULE]. This will help ensure safe physical distance is maintained.

Below is an outline of some additional safety measures we have taken:

- A complete hazard review was conducted and any identified risks associated with COVID-19 have been addressed;
- The workplace has been thoroughly cleaned and disinfected;
- Safety measures to ensure physical distancing have been implemented;
- Personal protective equipment has been sourced and is required to be worn;
- [INCLUDE OTHER SAFETY MEASURES TAKEN]

You [have been/will be] invited to attend a mandatory information and training session on [DATE], outlining these, and other enhanced workplace protocols. Every employee will be expected to adhere to these new protocols to protect our entire team's safety.

Given the risks, we must have mutual trust and confidence in our commitment to safety. That includes assurances that every individual who enters our facility is healthy. Should you have any concerns about returning to work due to exposure, or because you have tested positive for COVID-19, please advise [INSERT NAME & ROLE OF PERSON TO CONTACT] as soon as possible. Additionally, let them know if you require any special accommodations or have other concerns that may prevent you from returning to work on the date noted above.

In the days and weeks following our return to work, we will be seeking your feedback. The input of you, and your colleagues is important. We all play a role in navigating through these uncertain times.

If you have any questions, please contact [INSERT NAME & ROLE OF PERSON TO CONTACT].

Again, I look forward to seeing you soon. In the meantime, stay safe and be well.

Sincerely,