[Date]

[EMPLOYEE NAME]  
[ADDRESS]

Via Electronic Mail and U.S Mail

**Re: Worker Safety Measures Taken to Protect and Keep Our Employees Safe**

Dear [Employee Name]:

[Company Name] has reviewed applicable federal, state, and local orders and guidance and has determined it is permitted to resume operations. We are writing to inform you of a number of safety measures we have taken to protect you as we re-open our business. We appreciate your patience and loyalty during these difficult times and want to ensure you that [Company Name] is committed to maintaining a safe and healthy workplace.

To prioritize your safety, we are implementing the following safety measures at our facilities:

*[****Customize the below safety suggestions as applicable to your specific operations, requirements, and business priorities****.]*

We have implemented an infectious disease preparedness and response plan to protect our employees and our clients/customers/vendors from COVID-19 following the recommendations and guidance of the CDC, OSHA, HHS, and other applicable federal, state, and local health authorities. These plans include specific steps to follow if an employee gets COVID-19 and protocols for isolating employees who become ill at work. If any employee is confirmed to have COVID-19, the company will address and isolate employees working near the infected co-worker.

INFECTION CONTROL/PREVENTION:

We have implemented the following preventive measures:

* Intensifying cleaning, disinfection (including deep disinfection prior to employees returning to work).
* Providing a place and supplies to wash hands or alcohol-based hand rubs containing at least 60% alcohol.
* Restricting the use of shared space and items (e.g. tools, equipment, workstations, etc.).
* Limiting worksite access to only essential workers, if possible.
* Utilizing proper ventilation.
* Restricting visitors on our premises.
* Canceling non-essential travel.
* Training all staff in COVID-19 related safety actions.
* Sick employees stay home as appropriate.
* Encouraging workers to report any safety and health concerns.

EMPLOYEE HEALTH SCREENING:  
  
We have established routine, daily health checks which include temperature checks using “touchless” thermometers before employees are allowed on the premises at the beginning of their shift. If temperature is 100.4ºF or higher, or the employee exhibits visible symptoms of illness consistent with COVID-19, the employee will be asked to leave work and return home to self-quarantine. [If an employee does not accept the screening, the company will request the employee leave work, obtain medical clearance and provide an official certificate prior to returning to the company premises.]

HEALTHY HYGIENE PRACTICES:  
  
We encourage all employees to use respiratory etiquette (including covering coughs and sneezes). We encourage all employees to exercise proper and frequent handwashing and to properly dispose of items such as used tissues, paper towels, etc.

PHYSICAL DISTANCING:  
  
We encourage all employees to properly distance from others while working and while on breaks (leaving at least six feet between themselves and others). We have spaced out seating in break areas and staggered gathering times. We have spaced out workstations and timeclock waiting lines.

WORKSPACE ARRANGEMENTS:  
  
We have implemented physical barriers and/or rearranged various workspaces in order to maintain proper physical distancing. We have implemented employee movement flow procedures (such as one-way flow for entering and exiting the facilities) in order to ensure proper physical distancing in the workplace.

CLEANING/DISINFECTION:  
  
We are regularly cleaning and disinfecting surfaces, equipment, and other elements of the work environment, especially high-touch areas.

FLEXIBLE SCHEDULING:  
  
We have established flexible worksites (such as telecommuting for jobs that allow it). We have created staggered shifts at our facilities in order to adhere to proper physical distancing guidelines.

PERSONAL PROTECTIVE EQUIPMENT (PPE):  
  
Based on your job tasks, we will be providing you with and asking you to use the following PPE: face masks, face shields, gloves, goggles, and respiratory protection (specify the type). We will provide you training on how to properly use, clean, maintain, and dispose of PPE.

EARLY REPORTING:  
  
We have established an Early Reporting Policy, where all employees need to immediately report any COVID-19-type symptoms (such as fever, coughing, shortness of breath, difficulty breathing, etc.) to their supervisor or HR. If you develop any of these symptoms related to COVID-19, you will be asked to stay (or return) home and to call your healthcare provider right away. We have established a flexible sick-leave policy for illnesses due to COVID-19.

Your employment continues to be subject to all company policies.

The actions the company continues to take during this unprecedented time are based on the best information currently available and we are currently monitoring the situation and will inform you of any other changes if needed. We very much appreciate all your contributions to the organization.

Please contact [HR Contact Name] with any questions or if you need additional information. We look forward to having you back.

Best Regards,

[Company Name]