



Subject: **Welcome Back**

Dear Valued Employee:

We are happy to announce that we will be opening the office on xx-xx-xxxx.

For the employees that have elected to come back to work in our office and facilities we wanted to let you know about the following initiatives that have been implemented.

The office has been deep cleaned, disinfected and sanitized.

Daily cleaning protocols will take place throughout the day in high traffic areas with eco-friendly products.

We have signs that limit occupancy in gathering areas, such as the breakroom and conference rooms. Look for 6 foot decals and new traffic flows through out the office.

Sanitizing and hand washing stations will be placed throughout the facility to stop the spread of germs.

We have installed air purifiers to circulate and keep the air clean.

A temperature kiosk will be used for employees and visitors.

Touch-less products have been installed in restrooms and breakrooms.

The office has been reconfigured using social distancing guidelines. Wellness screens have been installed where applicable.

At your desk you will find a reusable, washable face mask, sanitizer, cleaning wipes, disposable gloves and a key tool.

We hope the steps we have taken will make you feel safe as our employees begin to migrate back into the workforce and come to terms with the new normal.

Sincerely,

John Doe
ABC Company

President

