Covid19 Return to work letter

[DATE]

Dear ??

Welcome back to work.

You will 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, together, 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 Programme (EAP) and other mental health resources)
* 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 work in our offices and communal areas at one time.

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 in the workplace.
* Be considerate of your colleagues (remember, we are 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 colleagues who may be dealing with child care issues, illness or loss of loved ones, financial insecurity and other issues.

Speak with your manager or HR if you have questions or concerns.

Thank you for your patience and co-operation and welcome back to ?????.

Yours sincerely.