

Dear [insert employee name],

We've been looking forward to the day we'd be able to reopen our doors to our employees, and that day is coming soon. [C_Officialname] is excited to announce that our business will officially reopen [insert date]. [Insert details about your company's reopening schedule. Sample text: We will be open for business Monday-Friday 9 a.m. to 6:30 p.m., with employees working staggered schedules for safety.]

The decision to reopen our business was not taken lightly—we carefully reviewed federal, state and local reopening guidelines and considerations. After much discussion, we decided that we could reopen our doors and created a plan that will help us do so while preserving your health and safety.

At [C_Officialname], it is our priority to keep our employees and their families healthy, especially in the midst of the COVID-19 pandemic. As such, we will abide by governmental guidelines when possible as we strive to balance public health concerns with the needs of our business. Some notable workplace changes include the following:

[This list below features sample text regarding workplace updates. Customize prior to distributing to employees.]

- **Modified office layout**—We've updated workstations to ensure that they're suitable for social distancing protocols, closed our communal spaces and set up no-touch doors.
- **Increased office cleaning**—Cleaning crews will clean the office twice daily, focusing on sanitizing and disinfecting high-touch surfaces.
- **Updated employee protocols**—We've implemented various employee health and safety protocols that focus on social distancing, health screening and general hygiene reminders to keep our employees safe and healthy while returning to work.

[C_Officialname] is excited to welcome you back to work, and we're confident that, by working together, we can establish a safe, new normal that works for our business and employees. We feel that the plans and procedures put in place will help make your transition back to the office a success, but we want to know how our plans can be improved. Please reach out to your manager or HR with your suggestions—we'd love to hear them!

Best regards,

[C_Fname] [C_Lname]

[C_Title]