


RETURNING WORKFORCES

and Covid-19 Vaccines





CHAPTER 7

Sample Letters

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Employer Will Cover the Cost of COVID-19 Testing Letter

05/01/21

Dear ABC Company Employee,

ABC Company is committed to protecting the health of our employees. As such, we will be fully covering the cost of COVID-19 testing procedures.

To learn more about this policy, please contact human resources at [insert contact information].

Kind regards,

Human Resources

Welcome Back to Work - Employee Communications Letter

Dear ABC Company Employee,

Welcome back to work! We've been looking forward to the day we'd be able to reopen our doors to our employees. [Sample text regarding the decision to reopen: 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 ABC Company, 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 and needs to be updated before 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.

While we will implement various protocols to ensure your safety, it's up to you and your co-workers to execute on these protocols daily. ABC Company hopes to clearly communicate our plans moving forward, highlight workplace protocols in place to protect your safety and establish a level of comfort for all of our employees as we ask you to return to the office.

With that being said, we want you to feel as comfortable as possible in your return to work. Please let your manager or HR know if you feel there is another process or procedure we can implement to further protect the health and safety of all employees. In addition, we understand that every employee's situation is different and encourage those with specific risks or concerns to reach out to their manager or HR to discuss alternate arrangements, should they be necessary.

ABC Company 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!

Sincerely,

Human Resources

