

Welcome Back Letter

[company name]
[company address]
[company address]

[Date]

Dear [employee name]:

Welcome back to work!

We are thrilled to welcome you back to work. To help keep you, your family and our patients safe you'll notice various changes in the way our workplace looks as well as new procedures and policies. As excited as we are to start to get things back to "normal" we understand that the transition back to work 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 program (EAP) and other mental health resources (contact HR or **[name and email of person to contact]**).
- 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 gather in rooms, conference rooms, and communal areas at one time (no more than **[x]** people).

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 co-workers (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 co-workers who may be dealing with childcare issues, illness or loss of loved ones, financial insecurity, and other issues.
- Speak with your manager, HR, or **[name and email of person to contact]** if you have questions or concerns.
- **[Insert name]** is our designated workplace coordinator who will be responsible for COVID-19 issues.

Thank you for your patience and cooperation, and welcome back to **[Company name]**.

Yours,

[name]
[contact information]