**Letter informing staff that the workplace is to reopen and safety provisions in place**

**HR notes**:

* This letter can be used for informing staff that the workplace is to reopen and safety provisions in place
* Complete all details indicated in **[brackets, blue and bold font]**
* Delete these HR notes
* Change all font to black and not bold
* Print/Save on Company headed paper or plain paper
* Send or Email (ideally pdf format) to the employee.
* Ensure a copy is stored on the individual’s personnel file.

PRIVATE AND CONFIDENTIAL

**[Company name]**

 **[Company address]**

20 May 2020

**[Addressee]**

**[Home address]**

Dear **[employee’s first name]**

As you are aware, due to the coronavirus outbreak it was necessary for our usual place of work to temporarily close. I am pleased to inform you that, as a result of the latest guidance from the government, a decision has been made to reopen the workplace. Currently, the workplace is expected to reopen on **[insert date].**

[Select from the paragraphs below and delete as appropriate]

Therefore, you are required to return to the workplace from this date

[OR]

We will begin to require employees to return to work on a phased return from this date. Those who are to return in the first phase have been informed of this. We will keep in touch with you and give you **[insert details]** notice of your return to the workplace.

With the coronavirus expected to remain an issue for some time, the Company is eager to try and return to a degree of normality. However, we recognise that this has been a challenging time for all of our staff and pleased be reassured that all decisions have been taken with your continued health and wellbeing in mind.

I would therefore like to take the opportunity to outline steps that the Company has taken, and will continue to take, in order to keep our staff safe whilst at work.

**Risk assessment**

In keeping with the latest government guidelines, we have conducted a detailed COVID-19 risk assessment in order to ascertain the risk of the disease spreading in the workplace. Through this assessment, we have identified measures that we believe it is essential for the Company to take for the foreseeable future. [Optional] A copy of this risk assessment is attached to this letter.

[Insert if applicable] We have also consulted with all relevant employee bodies/representatives concerning the results of this assessment before making the decision to reopen.

**Cleaning the workplace**

Steps have already been taken to clean the workplace thoroughly in line with the latest government guidelines. Going forward, we will be implementing the following procedures:

* **[insert any new cleaning provisions that are to be put in place. This can include deep cleaning and frequent cleaning of working areas]**

**Staff hygiene**

We encourage all staff to maintain high levels of hygiene whilst in the workplace. Regular hand washing, through the use of soap and water for at least 20 seconds, will be strongly encouraged. This is especially important before eating and after using the toilet. [Optional] Hand sanitisers are to be situated throughout the workplace. [Optional] Where possible, paper towels will be provided to assist staff in drying their hands thoroughly.

Staff should avoid touching their face and will also be asked to avoid sharing objects such as pens as much as possible.

**Physical distancing**

In line with government guidance, we have taken steps to implement social distancing throughout the workplace. These are as follows:

* **[insert details of all steps taken e.g. setting up screens between desks, spacing out the workplace, prohibiting the use of hot desking, restricting movement between teams etc]**

As staff begin to return to work, it may be deemed necessary to stagger shift times in order to limit the number of persons in the building at one time. [Optional] Some staff may also be asked to work/remain working from home. We will provide more details in subsequent correspondence. All decisions will be made after consultation with you.

[Optional] Current government guidance advises staff to avoid the use of public transport where possible. We have taken the following steps to help in this regard:

* **[insert details e.g. introducing new car parking spaces or bike storage facilities]**

Company-related travel is also to be limited as much as business need permits. If travelling for Company purposes is deemed essential, steps will be taken to observe physical distancing and hygiene measures.

We will also take steps to limit the number of external visitors to the workplace. Any visitors who do enter the building will have all social distancing and hygiene rules explained to them.

**Personal Protective Equipment (PPE)**

[Select from the paragraphs below and delete as appropriate]

Any PPE in use prior to the coronavirus outbreak should continue to be worn. If any updates or additions are required, the Company will assess the situation and endeavour to provide this if deemed necessary.

[OR]

The Company **[encourages/requires]** the use of PPE whilst in the workplace. This includes **[insert details of PPE to be worn, such as face masks]**. We will provide all relevant equipment to staff.

[OR]

Due to the findings of our risk assessment, the Company does not currently believe that the use of PPE is compulsory in the workplace. However, we will permit staff to wear certain forms of PPE if they chose to, which are **[insert details e.g. face masks].**

We ask that all staff take care in their use of PPE and exercise good hygiene.

**Being mindful of the spread of Covid-19**

All staff are asked to be aware of the symptoms of Covid-19, which are understood to be:

* cough
* difficulty in breathing
* fever (38.0° C [100.4° F] or greater using an oral thermometer)
* loss/change to usual taste or smell.

If any member of staff starts to display these symptoms or feels they have come into contact with someone who is displaying symptoms, we urge them to contact [insert details e.g. their line manager] as soon as possible. Please note that government guidance surrounding self-isolation will continue to apply going forward.

[Optional] Further training on COVID-19 awareness will be provided upon staff returning to work.

**Managing staff returns**

We recognise that the coronavirus outbreak will have impacted on our staff in different ways. We also accept that some members of staff may be ‘shielding’, or self-isolating, in line with government guidance. As such, the Company will take additional steps to identify staff who may be in these positions, assess their situation and consider what further support may be necessary as they return to work.

Although we are able to provide you with work starting on the above mentioned date, we may find ourselves in a position to place you on furlough should our circumstances change. In the event that this happens, we will seek to agree a period of furlough in line with usual Company procedures.

[Optional] I would like to remind you that you have access to a confidential telephone counselling service if you would like to talk to a trained counsellor about any worries that you may be having about the impact of coronavirus, whether work related or not. You can access this by **[insert details]**.

If you have any queries or concerns in relation to returning to the workplace, please contact **[insert details]** in order to discuss your circumstances. In the meantime, we look forward to your return, and a movement back to normality going forward.

Yours sincerely,

**[Insert name]**

**[Insert job title]**