

Sample Documentation

“X” = State/Department/Company

Office Reopening Memo Template

This is a model communication that may be used when deciding to reopen an office location. Any communication sent must include:

- accommodations may be made for those who do not have childcare and those in high-risk groups.
- safety requirements (i.e. daily self-assessment, mask requirements and anything else they need to know before stepping into the office).
- requirement to notify HR if they have symptoms, positive test result or exposure to someone with symptoms/positive test result.

Dear Colleagues,

The “X” is carefully monitoring the disclosures from the CDC and information provided by our employees and the government. After careful consideration, the decision was made by **name of authority** to reopen the **location name** beginning on **[date]**.

Return to the office is **voluntary/required**. **If “required”**: Staff may make a request to continue telework if:

- they need to provide care for their children who’s school or place of care is closed;
- they are in a high-risk group for severe illness from COVID-19;
- they are the primary caretaker for someone with COVID-19 symptoms/diagnosis or someone in a high-risk group.

“X” has taken additional steps to ensure social distancing and a clean work environment. **List additional steps taken by the organization or external janitorial service**. Face coverings will be required whenever walking around the office or in a shared space (i.e. restrooms, break areas, etc.). **List any other requirements prior to return**. The enclosed training was created to help prepare for a safe return to the work.

For the safety of everyone, “X” is requiring staff to stay home or leave work if they exhibit symptoms of COVID-19. Therefore, staff will be required to **daily** assess their symptoms through the attached questionnaire. Please answer these questions daily and only report to the workplace if the answer is “No” to **all questions**. Employees with symptoms and/or a positive test results are not to report to the office and should contact their supervisors and/or HR.

If an employee tests positive for COVID-19, then that employee will be sent home until they are released by their physician to return to work. “X” will determine who has worked closely with that individual in the prior 14 day period and notify other staff that are to quarantine at home. Because of privacy laws, “X” cannot disclose or confirm the names of employees on quarantine or with a diagnosis of COVID-19. It is possible that the work location may close entirely due to a positive case.

Please contact me or HR if you have any suggestions to keep our work environment safe. We appreciate all your efforts to continue your work and want our staff to feel safe and comfortable at work.

Sincerely,