**Sample Return to the Workplace Letter**

**Please replace all bracketed fields   
with the applicable information or language**

Dear {Employee Name}:

We want to personally welcome you back. As we have discussed, your expected return to work on campus date is {Date}. Your new schedule will be {Time and/or days as appropriate} (Note to department: if the schedule has changed 7 days’ notice is required by law) We understand this is an unprecedented time, and the COVID-19 pandemic has undoubtedly presented you and your family with unique challenges. We want to assure you that while COVID-19 has changed the way we operate, your health and safety remains our highest priority.

Because the safety of our employees is our first priority, we will continue to adhere to all necessary safety precaution. In preparation for your return we have:

* Completely cleaned and disinfected our {building/facility}
* Enhanced the cleaning and disinfecting protocols for the university
* Removed high touch items from our common areas including {include specific information if this action included heavily used appliances such as coffee makers or refrigerators}
* Posted new occupancy limits for our breakroom and conference areas {include this action if applicable}
* Provided signs and floor markings to guide traffic flow {include this action if applicable}

You too must adhere to new protocols and guidance. New protocols that all employees are expected to follow are provided in the university’s [Guidelines for Returning to the Workplace.](https://sc.edu/safety/coronavirus/employee-policies-procedures/guidelines_for_returning/index.php)  This is to be read before your return to campus. These include:

* Daily self-monitoring for symptoms
* Social Distancing of at least 6 feet
* Frequent cleaning of your workspace
* Use of face coverings in common areas (1 reusable and washable face covering will be provided by the university)
* Wash your hands frequently

It is imperative that if you ever display symptoms, you must contact your supervisor to inform them you are unable to come to work due to illness and then contact your health care provider. You can also call the university’s COVID-19 hotline at 803-576-8511.

[Testing for COVID-19](https://www.sc.edu/about/offices_and_divisions/student_health_services/medical-services/covid-19/covid19_testing/on-campus_testing/index.php) is strongly encouraged and recommended either prior to or as soon as possible upon returning to the workplace.  Testing is provided through Student Health Services.  There is no cost to faculty and staff for this testing, but it will be charged to your insurance provider, if available. Employees will need to bring their CarolinaCard, insurance card (if available) and photo identification.

Before your return, please watch the following videos and read how to wear and take off face coverings listed below. If you are unable to watch or read before your return, you will be expected to do so upon your first day back to campus. After you have watched the videos and read about face coverings, please sign the bottom of the letter and return to {Department contact information}.

* [Handwashing](https://www.cdc.gov/video/covid19/downloadable-videos/306898_WYKTK_Handwashing.mp4)
* [Stop the Spread of Germs](https://www.cdc.gov/video/covid19/downloadable-videos/COVID-19-Stop-the-Spread-of-Germs.mp4)
* [Face Coverings](https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf)

As we navigate these uncertain times, the most important thing is that we do it together. We will come out of this stronger than before. We can’t do this as individuals -- we must do this as a team. If you have any questions or feedback, please feel free to reach out to {Department contact information}.

Stay safe,

{Department Signature}

EMPLOYEE CERTIFICATION

I have watched the videos listed above, read the Face Coverings tutorial, and the Return to Workplace Guidelines.

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Name Date