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**Sample Return to the Workplace Letter   
for Employees who have been reporting for on-campus work**

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

Dear {Employee Name}:

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. As you have been reporting to work on campus we want to ensure you are aware of measures we are putting into place and the expectations for employees as we implement these new protocols.

Because the safety of our employees is our first priority, we will continue to adhere to all necessary safety precaution to include:

* Complete cleaning and disinfecting of {building/facility}
* Enhanced cleaning and disinfecting protocols for the university
* Removal of high touch items from our common areas { including include specific information if this action included heavily used appliances such as coffee makers or refrigerators}
* New occupancy limits for our breakroom and conference areas {include this action if applicable}
* New 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)  These guidelines include:

* Daily [self-monitoring](https://www.sc.edu/study/colleges_schools/artsandsciences/internal/for_faculty_staff/coronavirus/daily_health_screening.php) for symptoms using CAS online form
* 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.

Please watch the following videos and read how to wear and take off face coverings listed below. After you have watched the videos and read about face coverings, please sign the bottom of the letter and return no later than {Date, recommend June 1, 2020} 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)

Testing for COVID-19 is strongly encouraged and recommended either prior to or as soon as possible upon returning to the workplace.  The university will be hosting drive through clinics in partnership with the Medical University of South Carolina on July 1 and 2 and August 10-18. Testing is also provided through Student Health Services Monday - Friday.  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.

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