

[Insert logo]

April 30, 2020

Attention Employees of [Insert Name of Business]

As we prepare to open on May 1st we need your support to ensure we are taking extra measures to protect our employees and customers.

The items listed below are required of all individuals in Texas:

* Continue to practice social distancing (6 feet separation from other individuals)
* Recommended/Required use of face covering/mask
* Hand Hygiene, Cough Etiquette, general cleanliness
* Sanitation should be rigorously practiced
* Self-screen before coming to work, please understand that we will need to send home any employee exhibiting symptoms
* All employees must wash/sanitize hands upon entering the business

As per our Governor, Greg Abbot, guidelines for all Texans:

‘We are each called upon to be Texans: to act responsibly as we re-engage in the economy, to continue following all health precautions and sanitizing guidelines, and to care for our vulnerable neighbors. Lives depend on our actions.’

Thank you for believing in our organization, and working hard to keep serving the citizens in our community. Should you have any questions or concerns, please contact [insert contact person information].

Let’s stay safe and stay strong!

Sincerely,

[insert employer name]

[insert business name]

[insert contact email or phone number]