Dear EMPLOYEE NAME,

Thank you for your continued hard work. As the university has persevered over these last few months, we have relied on employees just like you to forge a path forward and continue fulfilling our missions of teaching, research and service.

As we prepare to meet these missions through a signature residential experience for our students this fall semester, your position is one that will return to working on site.

You should plan to return to your normal work location on MONTH DATE. We will support you with this transition. We understand you may need to consider child care, transportation or other arrangements before you return. We will schedule time to discuss the health and safety protocols below as well as any concerns you may have about returning.

Here are a few things you should know about returning to on-site work:

* You will be asked to complete a daily assessment of symptoms before reporting to your work location. More information on this will be available soon.
* If you feel sick, you should stay home.
* Our Facilities Management team is following thorough protocols to keep our facilities clean.
* Wearing masks will be required unless alone in a room, or when it would interfere with required curricular requirements and activities.
* Social distancing practices will be utilized at all times. Specifically, individuals should be at least 6 feet apart unless required by specific curricular requirements and activities.
* You can take a 10-minute online training on COVID-19 hygiene best practices through myUK Learning. Log in to myUK, then choose myUK Learning. Once there, search for hygiene best practices.

We have also made changes to your work location to make it as safe as possible:

* PROVIDE DETAILS OF CHANGES
* We will schedule time to discuss these changes.

The latest information about our restart is available online at [www.uky.edu/coronavirus](http://www.uky.edu/coronavirus).

Please let me know of any questions you may have. Thank you again for playing a critical role in our successful restart.

Sincerely,

MANAGER NAME