<<Name>>

- <<Title>>
- <<Company Name>>
- <<Company Address>>
- <<Company Address>>
- <<Postcode>>

<<Date>>

Dear << Insert Title & Name>>

Post-coronavirus lockdown -

As we discussed on our phone/\ government has advised that en workplace and the Company is \

The safety of our employees is of that relates specifically to the chassessment is attached. This rise into account operational requires

We have introduced the followin staff:

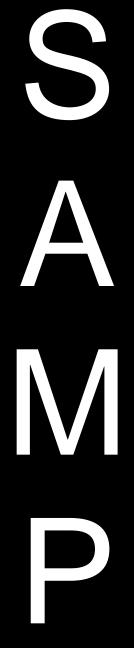
<<specify measures e.g. hand s

The Company is introducing ext pregnant employees **[OR** worke your role and/or work environme from home or transferring you to arrange a phone call/video confe discuss these matters further. P

I look forward to speaking with y

Yours sincerely,

<<Name & Title>>



ace

n <<state date>>, the planning a safe return to the all return to normal operations.

carried out a risk assessment
D-19. A copy of this risk
of under constant review, taking
ernment guidelines.

lace to protect the safety of our

ning etc>>.

he health and wellbeing of discuss possible adaptations to ay include continuing to work. Company. I would like to date and time>> so that we can date is convenient.

For and on behalf of <<Compan