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To:               Employee name

From:           Supervisor name

Subject:        Return to Clemson Workplace Notification

Dear {Employee Name}:

As we have discussed, your expected return to your workplace is {Date}. Until further notice, your schedule will be {Time and/or days as appropriate}.

I understand this is an unprecedented time, and the COVID-19 pandemic has undoubtedly presented you and your loved ones with unique challenges. I want to assure you that while COVID-19 may have changed some ways in which we operate, your health and safety remain our highest priority, and we will continue to adhere to all applicable safety precautions. The University has enhanced its cleaning and disinfecting protocols and will be providing returning employees two washable cloth facial coverings.

All returning employees must adhere to new protocols. These new protocols and instructional guidance can be found on the University’s [COVID-19 website](https://www.clemson.edu/coronavirus/index.html). Please be sure to review this information prior to your return to your workplace, and if you do not have access to a computer, I can go over these resources with you.

These protocols include:

* Securing COVID-19 testing. Visit [COVID-19 Testing Information](https://www.clemson.edu/covid-19/testing/index.html) for acceptable tests and other resources, including how to sign up for testing.
* Completing COVID-19 safety-related training sent to your University email account by the Tiger Training system, if you have not already done so.
* Performing daily self-monitoring for symptoms using the [Self-Assessment Tool](https://cvd19-self-assessment.app.clemson.edu/). This tool will help you assess your symptoms and determine if you should return to campus or a Clemson facility. It also offers guidance on when to seek medical care and what to do in the meantime.
* Physical distancing of at least 6 feet whenever possible.
* Cleaning your workspace frequently.
* Using required [cloth facial coverings in prescribed areas](https://www.clemson.edu/coronavirus/index.html).

Please review and follow instructions on the [COVID-19 Medical Quick Reference](https://www.clemson.edu/coronavirus/quick-reference/index.html) if you are sick, if you've tested positive for COVID-19, if you think you may have been exposed to COVID-19 or if you've been exposed to someone who was exposed to COVID-19.

Thank you for your understanding and flexibility as we navigate these uncertain times. We will come out of this stronger than before. We know 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 me.

Stay safe,

{Supervisor Signature}