Back in Business Communications Templates- Returning to the Workplace after Covid-19

**Template #1- Communicating with your Host Sites**

 **Purpose:** Help build confidence with your customers, so they feel more at ease having their market operating as employees return to work.

INSERT COMPANY LOGO

OR PLACE ON LETTERHEAD

**This is intended to be a guideline for messaging to your clients. You should edit these details as they apply to your operation.**

**[Insert Company Name]**

**Policies & Practices – Return to Business**

Dear Client,

We are writing today to confirm that we will continue to stock and service your micro market, based on our recent conversation.

When we spoke earlier, you noted your concerns as following:

* (This should be a personalized list or summary of a discussion you have with each of your clients. Each customer will have different needs and protocols.)
* May include things like new requirements for entry/exit, logging time and date of your visit, cleaning procedures, etc.

Here is what we are doing to address them:

* (This should be a personalized list of actions you and your drivers are taking. Each customer will have different needs and protocols in place with regards to cleaning and stocking the market)
* Things to include- Driver protocols, including use of PPE, changing gloves between accounts, warehouse protocols, packaged food only, signage in the market (physical distancing, hand washing), your cleaning protocols, etc.

We truly believe that a micro market will be one of the safest ways for employees to get meals and snacks at work during this time. It will prevent them from leaving the office area and encountering more people, thus limiting any further potential spread of the virus within our communities and your workplace.

If you have any additional concerns, please reach out to me. We are here to be your partner in keeping your employees fueled, safe and healthy.

(Note to Operators- You may also want to consider some sort of incentive to help encourage people to start using the market again- coupons, meal allowance, promotions. Discuss these options with your client and see if they would like to subsidize any of these options for their employees.)

**Template #2- Host Sites Communicating with Their Employees**

 **Purpose:** Help your clients communicate the measures being taken to keep markets clean and safe for use.

Intended to be sent from HR or another department who is handling policies related to returning to the office.

Dear Employees,

As we have returned to the workplace, we continue to work together to create a safe and healthy work environment.

One area we have worked on is our breakroom and solutions to keep you safe. We are working closely with XYZ Company who stocks and services our market.

Here are some notes on what we are doing:

(Should be edited by each client)

* Limit number of people in the breakroom at a time to x#
* You should wash your hands before and after using the market. Signage will be put up to remind you to do this
* Floor decals to encourage physical distancing while in the market
* Our stocking driver is using PPE and safety protocols such as: x, y, z

We believe that keeping the market open and operational will help provide access to meals, snacks, and beverages right here at work. With less need to go out for these things, we can reduce further contact with people outside the workplace, thus keeping us all safer.

Please contact us if you have any questions.