# Sample Notification Letter/Email – Continue Remote Work Employees

(Date)

Dear (Employee Name),

I want to take a moment to thank you for your hard work and tremendous spirit during these past few challenging months.

As you know, although the governor has lifted the stay-at-home order, she still requires those who can work from home to do so, and we continue to ask employees to work remotely whenever possible. First and foremost, we want to ensure your safety and the safety of the WSU community. We are also learning about the positive benefits we experience both personally and professionally by working in new, flexible ways.

As you continue to work remotely be sure to:

* Complete a **Flexible Work Arrangement (FWA) form**. Find forms at: [**HR telework information**.](https://hr.wayne.edu/coronavirus/teleworking)

If not already in place, please download and complete the FWA form available on the HR website. Please send the completed form to me. We will discuss and agree on the specific arrangements and expectations, and I will return a signed copy to you.

* **Share any needs** you may have to ensure your continued success working remotely.

This could include equipment, supplies or support from myself others.

* If you have a specific need to return to your office to pick up items to do your work (2nd monitor, materials, etc.) **please speak with me before returning and review the** [**Guide for Employees**](https://hr.wayne.edu/coronavirus/guide-for-employees)so that you can practice all procedures to maintain the health and safety of our WSU community:
	+ **Talk to your supervisor: d**iscuss and gain agreement on when it's appropriate for you to return.
	+ **Take the Warrior Safe training:** Take the [**three training modules**](https://wayne.edu/coronavirus/warrior-safe-training/) to learn more about COVID-19 and how to be Warrior Safe on campus.
	+ **Complete the** [**Campus Daily Screener**](https://forms.wayne.edu/covid-19-screening/)**:** Beginning 48 hours before your return, complete the online screener each day before coming to campus.
	+ **Know before you go:** Before you leave, visit the Parking website to know which lots and structures are open, and the status of campus shuttles.
* **Explore these virtual resources** for additional learning and support for remote workers:

**Accelerate eLearning Portal** – Log into [**Academica**,](https://academica.aws.wayne.edu/) click on “Employee Resources” “Other Resources” “Accelerate – Employee Development Tools.” Learn more at: [**Accelerate information**](https://hr.wayne.edu/oed/accelerate)**.**

On the Accelerate home page, scroll down to *Featured Content* to view the remote work programs:

Managing Stress During COVID-19 & Beyond [Managing Stress](https://waynestateuniversity.skillport.com/skillportfe/main.action?path=summary/LP/lp_146901)

Enhancing Virtual Work Productivity [Virtual Productivity](https://waynestateuniversity.skillport.com/skillportfe/main.action?path=summary/LP/lp_146920)

Working Effectively in a Remote Environment [Remote Work](https://waynestateuniversity.skillport.com/skillportfe/login.action)

**C&IT Training and Systems Support** [C&IT Support](file:///C%3A%5CUsers%5Ci3sts%5CDownloads%5CC%26IT%20Support)

**Employee Assistance Program (Ulliance)** [EAP information](https://hr.wayne.edu/avp/eap/eaptraining)

If you have any questions or concerns, please do not hesitate to contact me at (email/phone).

Thank you for your commitment to our team and to WSU. With your dedication, we remain Warrior Strong!

Sincerely,

[Signature]

(Supervisor Name, Title)