# Sample Notification Letter/Email – Return to Campus Employees

(Date)

Dear (Employee Name),

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

Based on our discussion, you will be returning to campus to perform your job beginning (include first day of on-campus work here). Your (schedule/hours/shift) will be (schedule).

We each play an important role in keeping our fellow Warriors safe as we return to work in this ‘new normal’. Prior to your first day, please be sure to:

* Complete the [**Stay Warrior Safe training**](https://wayne.edu/coronavirus/warrior-safe-training/)in Canvas

This course ensures a shared language around COVID-19 and introduces strategies for keeping our campus safe now, and going forward.

* Complete the [**Campus Daily Screener form**](https://forms.wayne.edu/covid-19-screening/)– every day that you will be on campus

Upon completion of the Campus Daily Screener, individuals who do not indicate COVID-19 health survey concerns are issued a bar code certifying completion (daily).

Access to campus is not allowed for individuals indicating COVID-19 health concerns through the survey questions on the Campus Daily Screener. An automatic notification is sent to the Campus Health Center (CHC) who will contact you and conduct an additional screening in accordance with CDC guidelines.

Employees who develop symptoms during work must immediately report to their supervisor and contact the Campus Health Center.

* Review **Returning to Campus** [**Guidelines**](https://wayne.edu/coronavirus/returning-guidelines).

* Review **Employee** [**Guidelines**](https://hr.wayne.edu/coronavirus/guide-for-employees)to learn more about what to expect when you arrive on your first day.

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

Thank you for your commitment to practicing all of the WSU health and safety guidelines while you are on campus. We are looking forward to seeing and working with you, in person, again! With your dedication, we remain Warrior Strong!

Sincerely,

(Signature)

(Supervisor Name, Title)