



LAW FOR NON PROFITS

Return to Work Letter Template

PLEO | Information for Non Profits

[Letterhead]

MONTH XX, 2020

Delivered by [Mail/Email/Courier]

[Employee Name]

[Employee Address]

Re: Return to Work

Dear [First Name]:

As you know, as a result of the COVID-19 pandemic, [Name of Organization] (the “Society”) has had to take the necessary steps of [temporarily laying off/terminating/reducing the working hours of] certain staff members and temporarily [limiting/closing down] our operations.

Given recent guidance from the provincial government, the Society anticipates resuming certain in-person operations as of [Month XX, 2020]. Please accept this letter as notice of the Society’s intention to recall you to the workplace.

Pursuant to the Society’s occupational health and safety obligations and in accordance with provincial guidelines, the Society has developed a safety plan to ensure your safety (the “Plan”). The Plan will be posted throughout the workplace. The Plan includes, but is not limited to, the following measures to ensure your safety:

1. Requiring employees to maintain adequate physical distance from others of at least 2 meters. This will include limits on the number of people allowed in certain areas at any given time.

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2. Providing adequate handwashing and sanitizing facilities at the workplace and ensure they are visible and easily accessible. Additionally, signage will be posted indicating proper handwashing practices.
 3. A rigorous cleaning protocol for common areas and surfaces and adequate training for staff responsible for cleaning.
 4. Placing physical barriers, such as plexiglass, in areas where physical distancing will not be possible. Additionally, the workplace may be reorganized in order to ensure physical distancing is maintained.
 5. Prohibiting in-person meetings and gatherings at the workplace.
 6. Provide all necessary personal protective equipment to all staff members, including masks and gloves.
 7. Training all staff and managers on proper physical distancing, proper hygiene in the workplace, and the resources available to workers who may be feeling ill or have concerns.
 8. Monitor the workplace and update policies as necessary to reflect current conditions.
9. [List other measures specific to your workplace]

While the Society will take steps to ensure your safety as best as possible, your assistance is necessary to ensure a safe workplace. You can assist by doing the following:

1. Expressing your concerns about the policies in place and addressing what kinds of changes would make you feel safe.
2. Following all guidance and policies implemented by the Society, and all guidance from the provincial and federal government.
3. Reporting all travel in and out of the province.
4. If you are feeling ill or unwell, or come in contact with a person who is, or persons who are, diagnosed with COVID-19, please inform the Society and stay home. Do not come to work.
5. Ensuring you are keeping proper hygiene, including:
 - a. Washing your hands often with soap and water or alcohol-based hand sanitizer.
 - b. Sneezing and cough into your sleeve.
 - c. If using a tissue, discard immediately and wash your hands afterward.

- d. Avoiding touching your eyes, nose or mouth.
- e. Avoiding contact with people who are sick.
- f. Washing your clothes as soon as you get home.

6. [List other measures specific to your workplace]

If you are unable to return to work due to a medical condition or other reasons, please contact [name] at [phone number]. The Society will reasonably accommodate anyone who is unable to return to work due to a medical condition but may request additional documentation to understand the extent of the accommodation.

In the event that a worker at the Society starts to feel ill or unwell while at the workplace, or subsequently feels ill or unwell, or if a worker comes in contact with someone who is ill or unwell, the Society may:

1. Inform public health authorities, if appropriate.
2. Send the worker home immediately to self-isolate for a period of 14 days.
3. Send all workers in close proximity of the potentially infected worker home and inform all workers that a colleague potentially has contracted COVID-19.
4. Disinfect all facilities and surfaces.
5. Cease operations, if necessary and appropriate.

6. [List other measures specific to your workplace]

We look forward to welcoming you back to the workplace. Should you have any questions or concerns, please contact me.

Sincerely,

[Authorized Signatory]

[Title]

More questions? Contact our law students at law.students@lawfornonprofits.ca. You may also review our FAQ section at <https://bit.ly/2zAcYjP>

This information sheet is intended to assist provincially regulated, non-unionized, non-profit employers in British Columbia.

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(July 2020)

