## Example: Communication to Supervisors when Plant is Opening (amend for partial opening)

We will start operations on the second-shift Tuesday, but will require you to come in on Monday from 08:00 to 4pm. We will still be practicing distancing and other infection control measures that were in place prior to closure (copy attached). All supervisors will have a briefing Monday at 08:00 sharp with an opportunity to ask questions.

The following areas will be manned as shown:

***(add table showing dates, teams, shifts, times, staffing requirements etc.)***

We are looking for volunteers, one from each team, to run the opening program from 09:00 Monday until 3pm to be paid at standard rates.

Goods inward staff will also be on-site Monday from 07:30 and maintenance from 08:00.

The following additional concerns have been noted and changes made to accommodate the needs and desires of staff that were raised before and during the shutdown. This process is not finished. Joanne will continue to seek feedback as before, so we deal with infection-control concerns as soon as possible and keep staff and their families safe.

***[LIST CONCERNS AND AGREED NEW PRACTICES]***

All shifts, run for the first time, will start late to allow for a twenty-minute update on news, tasks and job allocations for the day, and to answer questions.

Reach out to me directly should I have missed anything that concerns you. I am copying and advance copy of my mailing to operatives (attached) which you should read, so you are in readiness for questions from our staff.

Thank you as always for your support,