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

We will start operations on the second-shift Tuesday. The first twenty minutes will be for a briefing and questions in groups of five per supervisor. Not all stations will start together and your supervisor will share the plan for your work during the briefing.

We will still be practicing distancing and other infection control measures that were in place prior to closure (copy attached).

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. This is on a first-come, first served basis.

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]***

Reach out to your supervisor now, if there are any concerns that I may have missed.

Thank you as always for your support,