

## RETURN TO WORK LETTER FROM LAY OFF – COVID 19

<insert name>

<insert address>

<insert address>

<insert date>

### Re: Notice of cessation of temporary lay-off and return to work date

Dear <INSERT NAME>

As you are aware you were placed on temporary lay off on <insert date>, because of the impact of Covid-19.

The hotel is now in a position to return you to work with effect from <INSERT DATE> and your hours of work will be <INSERT DETAILS>. If you have been claiming Pandemic Unemployment Payment directly from DEASP you will need to notify DEASP of your return to work by following the attached instructions [here](#) . If you are returning to work on shorter hours or on a reduced days, you may be eligible for Short Time Work Support and details can be accessed [here](#) .

As part of our return to work programme, we have been guided by the Government road map for re-opening society and business and the return to work protocol. We have developed a Business Covid-19 Response Plan which can be found <INSERT DETAILS>.

In line with our plan, we have updated many of our policies which you will be familiar with including our safety statement and some of our HR policies. In order to familiarise you with our business response plan and the changes you will experience on your return to work, we will be carrying out a re-induction programme for all colleagues.

Our Covid-19 <INSERT NAME OF CRISIS MANAGEMENT TEAM> will continue in operation for the duration of this outbreak. The team includes <INSERT NAME>, who has responsibility for Covid-19 health and safety measures across the site. A number of colleagues will also take up lead worker representative roles for the purposes of Covid-19 and you will be provided with further details of these roles during the re-induction programme.

The re-induction programme will address identifying and reacting to symptoms and potential instances of Covid-19, hotel/site specific information on a number of protocols in respect of physical distancing, cleaning, contact tracing and what the practical impact will be for you and colleagues in terms of work practices.

You will be required to complete this training prior to returning to the workplace. Should you not have received the training prior to returning to site, please contact <INSERT NAME> and you will be provided with protocol details on how you will enter the site and the steps you must take on your first day back and training will be arranged for you.

However, prior to returning to work you are required to complete the attached 'self declaration return to work form' and return it to **<INSERT DETAILS OF Person A BY INSERT DATE>.**

Our response plan and adherence to public health advice is premised on all employees following the necessary protocols at all times. We would ask all colleagues to monitor their own health as part of their return to work and to self-report any change to their health condition immediately by notifying **<NAME OF PERSON A>** by phone on **<INSERT NUMBER>.** This is for your own health and safety and that of your colleagues and we expect full compliance with these measures. There is a specified protocol should you become symptomatic or unwell in the workplace which will be discussed at re-induction.

We will continue to communicate regularly with colleagues through the following channels **<INSERT DETAIL>** and we would ask that you keep yourself updated with all communications given the fluid situation we find ourselves in. Should you have any questions, please speak to your line manager.

Thank you again for your continued support through these challenging times. **<IF THERE IS AN EAP SERVICE INSERT DETAILS HERE>.**

Your sincerely

X

**Incl: Self declaration return to work form**