[ON EMPLOYER LETTERHEAD]

[DATE]

[EMPLOYEE NAME]

[EMPLOYEE ADDRESS]

**Re: RETURN TO WORK NOTICE**

Dear [NAME]:

The State of Michigan and the Department of Homeland Security (DHS) have deemed our work to be essential and “imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being”. As our work is critical infrastructure under Executive Order 2020-57 and the DHS’s March 19, 2020, memorandum. We are resuming full operations on **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. According to the DHS’s March 19, 2020, memorandum, critical infrastructure industries, such as ours, “have a special responsibility in these times to continue operations.”

Work is available for [all/all bargaining unit/describe other group] employees. First shift will run from \_\_\_\_\_, second shift from \_\_\_\_\_, and third shift from \_\_\_\_\_\_\_. The need for employees to return to work is urgent and you are a critical employee. Nonetheless, limited leave may be available in accordance with [the labor contract,] Company policy and the law if you provide documentation of an inability to work because you are:

1. Advised by a healthcare provider to self-quarantine due to COVID-19 concerns;
2. Experiencing COVID-19 symptoms **and** seeking a medical diagnosis;
3. Caring for a related individual subject to a COVID-19 quarantine or isolation order or who has been advised by a health care provider to self-quarantine; or
4. [Include only if subject to the Families First Coronavirus Response Act] The primary caregiver caring for a son or daughter whose school or place of care is closed due to COVID-19.

Leave will be [may be] denied unless and until acceptable documentation is provided. Documentation can be submitted to \_\_\_\_\_ at \_\_\_\_\_ before the \_\_\_\_\_\_ return to work date. [Include only if subject to the Families First Coronavirus Response Act: Before applying for leave please consider that the use of Emergency FMLA leave will count against your total FMLA leave entitlement for the year.]

Normal attendance [and labor contract] provisions will be enforced and, [optional] because work is available for all employees, claims for unemployment may be denied. While unemployment eligibility in Michigan has been expanded, employees who refuse to return to work for any reason other than the four reasons enumerated above remain ineligible. Please be aware that even if your claim for unemployment benefits is accidentally granted, if you are later found ineligible, you will be responsible for repaying the benefit amount plus interest to the State. Depending on the circumstances, you may also be ineligible for future unemployment benefits and/or the State may pursue a fraud claim against you.

[For employees who do not return to work, healthcare insurance will be terminated in accordance with the labor contract/Company policy. CONSIDER THAT INSURANCE MUST BE CONTINUED DURING FFCRA LEAVE AND WHETHER YOU WISH TO CONTINUE INSURANCE FOR EMPLOYEES WHO CAN DOCUMENT AN INABILITY TO RETURN TO WORK]

We look forward to your return on \_\_\_\_\_\_\_\_\_\_\_\_. COVID-19 has impacted our Company, but our core business remains strong. With a team effort our hope is that we can overcome this period of difficulty and return our focus to long-term job security for all employees.

As always, my door is open. Do not hesitate to contact me if you have any questions or concerns.

Sincerely,

/s/ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[name]

[title]