Owners and managers of restaurants and bars can customize the letter below to help communicate with staff about steps the restaurant or bar is taking to protect customers and staff.

Click the text highlighted in [YELLOW] to tailor your messaging. The header and footer can also be customized by double-clicking in and changing shape colors. Right click on the logo and select “Change Picture” to replace the placeholder with your logo.

—DELETE this box when ready to proceed —



**LOGO**

Right Click > Change Picture

Dear Staff,

First and foremost, we hope that you and your loved ones are safe and healthy. We have received some questions from staff and members of the community about if and how COVID-19 will change how we operate our business. After careful thought and planning, we are excited to let you know that we plan to reopen our business while following [CDC considerations](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/business-employers/bars-restaurants.html) to protect staff and customers.

The health and safety of our staff and customers remain our highest priority. Below you will find a summary of actions we are taking to help ensure we are lowering the risk for spreading COVID-19 as much as possible. In addition to our existing standards for health and sanitation, we are:

* Promoting behaviors that reduce the spread of COVID-19, such as [insert examples: encouraging employees to stay home when they are feeling unwell; requiring employees to frequently wash hands before, during, and after preparing food and after touching garbage; asking staff to wear cloth face coverings if possible; and conducting daily health checks with staff, such as temperature screening and symptom checking.]
	+ Cloth face coverings [should not be placed](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-faq.html) on children younger than 2 years of age or on anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove the cover without assistance.
* Increasing cleaning, disinfection, and ventilation in our business by [insert examples: cleaning and disinfecting frequently touched surfaces such as door handles, cash registers, work stations, bathroom stalls, sinks, tables, countertops, condiment holders at least daily if not more often; sanitizing pens and touchscreens after each customer; wearing gloves when handling and disposing of trash; increasing circulation of outdoor air by opening windows and doors and prioritizing outdoor seating.]
* Encouraging social distancing when possible by [insert examples: changing layouts to ensure parties and tables remain at least 6 feet apart; limiting seating capacity; offering drive-through or curbside take-out and delivery; discouraging crowded waiting areas; avoiding self-serve food and drink options; installing barriers such as sneeze guards and partitions by our host stands, cash registers, and food pick up areas; avoiding large group events or parties; and rotating and staggering shifts and break times to limit the number of employees in common areas at the same time.]
* Ensuring there are adequate supplies to limit sharing of items by staff and customers, such as [insert examples: by placing soap, paper towels, hand sanitizer with 60% alcohol on every table if possible and at entrances, at the cash registers, and near restroom doors; providing tissues, disinfectant wipes, no-touch trashcans, and cloth face coverings to employees; using disposable menus, dishes, napkins, and utensils; and using touchless payment options when possible.]

In the event someone gets sick, we have plans in place to isolate and transport the person to their home or healthcare facility and will work with local health officials. Please monitor yourselves for symptoms of COVID-19, which include fever, cough, sore throat, new loss of taste or smell, nausea or shortness of breath. Call your doctor if you think you are sick. If you have any specific questions about our plan or COVID-19, please contact [designated staff member] for more information. You can also find more information about COVID-19 at [www.cdc.gov](http://www.cdc.gov).

Thank you and stay healthy,

[Owner/Manager name]