Dear employee,

You may be aware of the federal emergency temporary standard concerning COVID-19 vaccinations. This emergency rule requires covered organizations to ensure employees are fully vaccinated or test negative for COVID-19 every week and wear a mask while in the workplace.  **COMPANY NAME is not a covered employer pursuant to this rule and, therefore, is not required to implement these provisions**.

However, remains committed to the health, safety and well-being of our employees, customers and community at large. [Our continued efforts to reduce COVID-19 infections include the following:]

[Insert efforts (e.g., vaccination policies, mask requirements, social distancing, disinfecting routines)]

Please reach out to [insert contact] if you have any questions about ’s COVID-19 mitigation strategy.

Kind regards,