**Dear Human Resources Member,**

The Virginia Department of Health is working to help employers provide safe environments for all employees. To aid your current efforts, this communications kit is designed for your team to share the latest practices and guidelines from the CDC with your employees.

As a large employer, you have many employees you want to keep safe and many places around the office/plant where people congregate. The materials within this kit are intended to:

* Be displayed in various locations so that everyone can see them.
* Provide messages in Spanish, Mandarin, Korean, Arabic and Haitian Creole.
* Be relevant to everyone, so that all employees feel supported, protected and valued.

Your kit contains:

**Materials for placement around the workplace:**

* Posters and Signage around cloth face mask use, social distance rules, and exposure guidelines
* Distancing markers/footprints
* Table tents for break rooms/eating areas
* Handwashing signage promoting the 20-second rule
* Signage alerting employees about entrance policies

**Materials for employees to take with them and use at home:**

* Flyers on local support resources, such as SNAP, food banks, healthcare, and childcare
* Flyers on what to do if they are sick

**Materials for employers:**

* Enhanced cleaning and disinfection best practices
* Checklist on what to do if a staff member may have been exposed to COVID-19

It is our hope that these materials help in securing the safety of your business and your community. As information shifts, we encourage you to always check with [vdh.virginia.gov](http://vdh.virginia.gov) for the latest news regarding COVID-19.

We wish for your continued safety and well-being during this difficult time.

Regards,

Virginia Department of Health