

SAMPLE STAFF MESSAGING FOR CREDIT UNIONS REOPENING BRANCHES AFTER PANDEMIC

MESSAGE TO STAFF:

Reopening – Important Information

Effective **<DATE>**, we will reopen all branch lobbies to members, however we will do so in adherence to guidance set forth by our public health experts and the Centers for Disease Control and Prevention. We want to proceed with caution, so we ask that you begin to consider what reopening means to you.

- With schools closed for the remainder of the year and summer coming up, we know there are still childcare issues to be considered. We ask that all impacted staff begin thinking ahead to ensure they can effectively return to work.
- When our branches officially re-open, rest assured we will continue to take precautions to protect all staff. Social distancing will be enforced, as well as the emphasis on sanitation and disinfecting high-traffic areas of the branches.

We also ask that you continue to practice safe and healthy illness prevention methods inside our facilities moving forward and encourage our members to do the same.

To ensure safety, we ask all staff & members to:

- **Clean hands often** – Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- **Avoid close contact** – Please maintain social distance in our facilities by allowing 6 feet of space between yourself and others. *Please no hugs or other exchanges that could jeopardize our collective health.*
- **Maintain personal space** – Keep extra space between yourself and others in line.
- **Cover coughs & sneezes** – Remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and wash your hands.
- **Wear a mask** – While facemasks are not mandatory, you should strongly consider using face coverings while in public.
- **Clean & disinfect** – We will continue to follow proper cleaning protocol of our facilities, ATMs, electronics and soft surfaces.
- **Stay home when ill** – Please stay home if you are feeling ill and use our many remote banking options instead.

Thanks for your patience and cooperation throughout these uncertain times.



If you would like an editable version of the following messages, please email Lori Welder, CUAD Director of Communications – lwelder@cuad.coop.