**Relaxed COVID-19 Mask-Wearing Requirement**

Date:

To: All employees

From:

Re: Updated guidelines for fully vaccinated employees

On July 27, the CDC updated guidance for fully vaccinated people due to the spread of the COVID-19 Delta variant. It is now recommended that fully vaccinated individuals wear a mask indoors in public areas with [substantial or high community transmission](https://covid.cdc.gov/covid-data-tracker/#county-view).

Because [*Company Name*] work locations are not in areas identified as substantial or high community transmission, fully vaccinated employees are not required to wear a mask or remain 6 feet apart from others while working at this time. Proof of vaccination will be required, as allowed by the Equal Employment Opportunity Commission, with details on that process to follow. We will monitor updates on community transmission rates for each location and update these guidelines as necessary.

As a reminder, while [*Company Name*] strongly encourages employees to get vaccinated against the coronavirus, we do not require any employee to be vaccinated.

Employees working on-site who are not fully vaccinated or remain unvaccinated are required to wear a mask and maintain physical distancing while at work. [*Insert any additional requirements for unvaccinated employees such as periodic testing requirements*].

Fully vaccinated employees may also continue to follow masking and physical distancing protocols if they so choose, and all employees are expected to be supportive of their co-workers’ choices.

Additionally, fully vaccinated employees who are exposed to the coronavirus no longer need to be tested or quarantine if they remain asymptomatic. Exposures, as defined in our [*insert name of policy*] policy, should still be reported to the HR department, and if symptoms develop, the employee must stay home and contact HR for more guidance.

As state and federal authorities release new health and safety guidance and requirements, [*Company Name*] will continue to review and update our coronavirus-related policies and procedures as warranted and inform you of any changes.