

**(SAMPLE LETTER TO HOMEOWNERS – USE YOUR COMPANY LETTERHEAD TO SEND TO YOUR HOMEOWNERS)**

Contractor Name  
Address  
City, State, Zip

Customer/Homeowner Name  
Address  
City, State, Zip

RE: COVID-19 Jobsite Protocols & Procedures

Dear *Name Homeowner/Customer*,

In the wake of the Coronavirus, we want to address any concerns and questions you may have at this time or prior to any installation project. Our priority is to help ensure the health and safety of our employees and customers while completing your project. Per OSH Standards, workers in Landscape and Hardscape are classified at lower exposure risk. Workers in this category have minimal occupational contact with the public. This is what you can expect from us:

1. Compliance with all government regulations and health and safety guidelines related to the containment of Coronavirus.
2. Assigned foreman/point of contact that can be reached by phone to address questions and concerns
3. Implemented COVID-19 protective measures per the Centers for Disease Control and Prevention (CDC) that include:
  - a. Employees maintaining social distance and working with 6-foot space
  - b. Limiting workers in “crew cab” vehicles and requesting employee commute to worksite on their own
  - c. Encouraging our employees to frequently wash and/or sanitize their hands.
  - d. Use of applicable disposable protective dust masks
  - e. Employees will not be on the job site if they are ill or not feeling well

We hope that the details provided in this letter address your concerns. We welcome any additional questions.

Thank you for your business and consideration!

Sincerely,

Contractor ABC