

Date: _____

To Whom It May Concern at: _____
(company)

Mr./Ms. : _____
(Manager, owner, Supervisor, Human Relations)

We, the undersigned employees of this company are writing to you to express our concern about our working conditions. We feel that they are unsafe and are unnecessarily putting us in danger of being exposed to Covid-19.

We call on the company to take the steps recommended by the Health and Safety Administration for Coronavirus (<https://www.osha.gov/Publications/OSHA3990.pdf>)

We want at least the following measures to be taken:

1. Immediately provide all of us with paid sick leave so that if someone is possibly sick with Covid-19, that person can stay home and not infect all of us; or to stay home to care for a family member who contracts Covid-19 and to not spread to co-workers.
2. Meet and discuss with us other steps that can be taken to ensure our safety.
3. Immediately increase the distance between workers to the recommended six feet.

4. _____

5. _____

Signed,

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____