{Insert logo here}

As Milwaukee moves toward reopening, AGENCY NAME is very hopeful about most fully INSERT YOUR ORGANIZATION'S MISSION. Now we must decide how to effectively conduct our vital work, while also considering the health and safety issues facing all organizations. We also want to ensure we continue to focus on our best practices of INSERT BEST PRACTICES during the reopening process.

Determining how to resume or more fully open our operations has been one of the hardest things we have ever done. Through it all, AGENCY NAME has had one guiding principle: the sanctity of life, *Pikuach Nefesh*. The well-being of every single one of our constituents is paramount and drives every decision we are making.

Keeping in mind *Pikuach Nefesh* and our core values of INSERT CORE VALUES, AGENCY NAME is incorporating the following measures to ensure we can continue moving forward:

* In partnership with the Milwaukee Jewish Federation, we are using resources from the government, the Secure Community Network (SCN), public health officials and others to guide our reopening, especially federation's *Milwaukee Jewish Community Recommended Reopening Guidelines*. (If you would like to view the document library we're consulting, please visit **MilwaukeeJewish.org/Reopen**.)
* We will be evaluating our readiness to resume/expand operations with a self-assessment tool currently being developed.
* Reopening Kits containing gloves, masks, social-distancing signage, hand sanitizer, thermometers and reopening checklists will be used in our building.
* INSERT ANY OTHER STEPS BEING TAKEN BY YOUR AGENCY

We hope this information gives you confidence in our commitment to reopening only in the safest, most effective way possible. If you have questions about AGENCY NAME's reopening approach, please contact INSERT CONTACT NAME AND INFORMATION.

Please know how grateful we are for your continued support of AGENCY NAME. We firmly believe that, together, we can emerge from this crisis even stronger.

{Complimentary close,}

{Signature(s)}

{Name(s) & title(s)}  
  
{Contact information}