[Date]

[LMR Name]

[LMR Title]

[Agency LMR Address Line 1]

[Agency LMR Address Line 2]

Re: Protecting the American Public and the Federal Workforce

Dear [Name]:

On behalf of the employees represented by [Local/Council Number] American Federation of Government Employees (AFGE), AFL-CIO, I write to ask [Agency/facility] to work together to protect the American Public and the federal workforce from the spread of the coronavirus (COVID-19) that is rapidly being transmitted around the world, including in the U.S.

To safeguard the public interest and contribute to the effective conduct of public business, I ask you to join with the Union to review our systems and processes to make sure we are doing all we can to protect the public, the mission and ourselves from COVID-19. Now more than ever, management and the employees must work in partnership.

The Union will commit to making itself available to meet to discuss how we can ensure safety, the continuity, and safe efficient accomplishment of the operations of the Government. Our workforce does critical work serving the American people, and the employees have firsthand knowledge of the needs, assets, strengths and vulnerabilities that are critical to keeping the public and the workforce safe.

Please let me know when we can meet, in person or remotely, to begin the serious work of collaborating to ensure safety and continuity of operations during the spread of COVID-19.

Sincerely,

[Name]

[Title], [Local/Council Number], AFGE

CC: AFGE, FSED