



Facility Reopening Announcement EMAIL TEMPLATE

Use this email template to announce the reopening of your facility. Simply copy and paste the messaging below into your member management and/or email software and update the information in brackets.

In This Together

Need 1:1 guidance? Reach out to your Client Success Manager at any time. [Book a 30-minute session here.](#)

From: [Business Name]

Subject: We are so excited to see you!

Hi [Member First Name],

We are excited to announce we will officially resume in-person classes as of [Date]! We truly appreciate the outpouring of support over the past several weeks. Our community has come together in so many ways and has exemplified the true meaning of having a [black belt] mentality.

Because we care for your health and safety, we ask that you take note of some policy updates we've implemented to ensure we are adhering to the highest standard with physical distancing and sanitization procedures.

How you can help keep our building healthy and clean: [Add and/or delete your newly-implemented protocol from the list below as it applies to your facility. Below are some suggestions.]



- Parents are asked to please drop off and pick up students. This helps us to reduce the group sizes within our facility. We will stream our classes live, so you can watch your children participate in class and be ready for pick up when class wraps up.
- Students should arrive ready to train in their uniforms.
- Everyone should keep moving after classes. We understand you haven't seen your [Business Name] friends in a while, but we must continue to maintain social distancing and also allow the staff time to disinfect.
- You should expect to show up for class no more than 5 minutes ahead of the start time to minimize the number of people in the building.
- We will be checking temperatures using a touch-free Infrared forehead thermometer. Please expect this before you enter the building.

What we are doing to keep our building healthy and clean: [Add and/or delete your newly-implemented protocol from the list below as it applies to your facility. Below are some suggestions.]

- Modified the schedule to allow 30 minutes between classes to allow for cleaning in between and to minimize foot traffic.
- Set up multiple sanitizing stations for members to use at any time.
- Changed the flow of foot traffic in and out of our facility.
- Placed floor markers to keep people 6 feet apart while temperature checks are being administered.
- Spaced out mat training areas.

We are very excited to see everyone again! If you have any questions, please feel free to call or text us at [Business Name].

See you soon!

The [Business Name] Team