

Employee Guidelines for Pandemic Preparedness

Dear Team,

As we navigate through the ongoing challenges posed by the pandemic, we want to ensure that all employees are equipped with the necessary guidelines to stay safe and healthy. Please review the following protocols:

Health and Safety Measures

- Regularly wash your hands with soap and water for at least 20 seconds.
- Use hand sanitizer with at least 60% alcohol when soap is not available.
- Wear face masks in common areas and when social distancing is not possible.
- Maintain a distance of at least 6 feet from others.

Workplace Policies

- Employees exhibiting COVID-19 symptoms must stay home and seek medical advice.
- If you test positive for COVID-19, inform your supervisor immediately.
- Remote work arrangements may be available based on your role and business needs.
- Participate in any scheduled training regarding health and safety measures.

Resources and Support

For additional resources, please visit the following links:

- [CDC Guidelines](#)
- [World Health Organization](#)

Thank you for your cooperation and commitment to keeping our workplace safe.

Sincerely,
Your Management Team