

Health and Safety Protocols

Date: [Insert Date]

Dear [Recipient's Name],

As we navigate through these challenging times, our primary focus remains on the health and safety of our employees and stakeholders. In response to the ongoing pandemic, we are implementing the following health and safety protocols:

1. Social Distancing Measures

- Maintain a distance of at least 6 feet from others.
- Limit the number of individuals in shared spaces.

2. Personal Protective Equipment (PPE)

- Masks are required in all common areas.
- Hand sanitizers will be provided at multiple locations.

3. Health Screening

- Daily temperature checks will be conducted before entering the premises.
- Employees must report any symptoms of illness promptly.

4. Hygiene Practices

- Regular handwashing is encouraged.
- Frequent cleaning and disinfecting of common areas will be enforced.

We appreciate your cooperation and commitment to maintaining a safe workplace. Together, we can reduce the potential spread of the virus and protect our community.

If you have any questions or concerns regarding these protocols, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Company Name]