

Workplace Reopening Procedures

Date: [Insert Date]

Dear Team,

As we prepare to reopen our workplace, we want to ensure that everyone is aware of the procedures we will be implementing to ensure a safe and healthy environment for all employees. Please review the following guidelines:

Health and Safety Measures

- Mandatory face masks must be worn in all common areas.
- Regular hand sanitization should be practiced; hand sanitizers will be provided at key locations.
- A daily health screening will be conducted for all employees before entering the workplace.

Workspace Arrangements

- Workstations will be rearranged to maintain social distancing protocols.
- Common areas and meeting rooms will have reduced capacity to allow for physical distancing.

Remote Work Options

- Employees who can work remotely are encouraged to continue doing so.
- Flexible work hours will be available to minimize crowding during peak hours.

We appreciate your cooperation and commitment to maintaining a safe workplace. Please feel free to reach out with any questions or concerns.

Sincerely,
[Your Name]
[Your Job Title]
[Company Name]