

Flu Prevention Guidelines for the Workplace

Dear Team,

As we approach flu season, it's important to take proactive measures to ensure a healthy work environment. Please follow these guidelines to minimize the spread of illness:

- **Vaccination:** We encourage everyone to get the flu vaccine to protect themselves and others.
- **Hygiene:** Wash your hands frequently with soap and water, or use hand sanitizer.
- **Stay Home:** If you are feeling unwell, please stay home to prevent spreading germs.
- **Cover Coughs and Sneezes:** Use a tissue or your elbow to cover your mouth and nose.
- **Clean Workspaces:** Regularly disinfect your desk, keyboard, and common areas.

Thank you for your cooperation in keeping our workplace healthy!

Best regards,
Your Management Team