

Safety Guidelines Update

Date: [Insert Date]

Dear Team,

We are committed to ensuring the health and safety of all our employees. In light of recent developments, we have updated our safety guidelines to better protect everyone in our workplace. Please review the updated guidelines carefully.

Updated Safety Guidelines

- All employees are required to wear masks while in common areas.
- Regular hand sanitization is mandatory; hand sanitizers are available at various locations.
- Maintain a minimum of 6 feet distance from others whenever possible.
- Report any symptoms of illness to your supervisor immediately.
- Regular cleaning and disinfecting of workspaces will be conducted daily.

We appreciate your cooperation and understanding as we implement these new measures. Your health and safety are our top priority.

For any questions or concerns, please reach out to the HR department.

Thank you,

[Your Name]

[Your Title]

[Company Name]