

Important Safety Protocol Announcement

Dear Employees,

In light of recent developments and our commitment to ensuring the safety and well-being of all our staff, we are implementing new safety protocols effective immediately. Please review the following measures carefully:

- Mandatory face coverings in all common areas.
- Regular hand sanitization stations will be provided throughout the workplace.
- Daily health screenings at the entrance.
- Social distancing guidelines must be adhered to at all times.
- Meetings should be conducted virtually whenever possible.

We appreciate your cooperation and understanding during this time. Together, we can create a safe working environment for everyone.

If you have any questions or concerns, please do not hesitate to contact your supervisor.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Company Name]