

# Daily Operational Protocol Update

Date: **October 23, 2023**

Dear Team,

We would like to inform you of the following updates to our daily operational protocols:

- **Protocol 1:** All team members are required to complete the daily safety checklist before starting their shift.
- **Protocol 2:** Effective immediately, all communication regarding shift changes should be done through the new communication platform.
- **Protocol 3:** Please remember to log all incidents in the system within 24 hours to ensure proper follow-up.
- **Protocol 4:** A reminder that all personal protective equipment must be worn at all times in designated areas.

If you have any questions or require further clarification regarding these updates, please do not hesitate to reach out.

Thank you for your attention to these important changes.

Sincerely,  
Your Operations Team