

Staff Health and Safety Protocol Updates

Date: [Insert Date]

To: All Staff

From: [Your Name/Position]

Subject: Updates to Health and Safety Protocols

Dear Team,

We are committed to ensuring the health and safety of all our staff members. In light of recent developments, we are updating our health and safety protocols. Please take note of the following changes:

- **Mask Mandate:** Masks are now required in all common areas.
- **Social Distancing:** Please maintain a distance of at least six feet from others.
- **Health Screening:** All staff must complete a daily health screening questionnaire before reporting to work.
- **Sanitization Stations:** Hand sanitizer stations have been set up at all entry points.
- **Remote Work:** Employees are encouraged to work from home whenever possible.

Please familiarize yourself with these updates and adhere to the guidelines to help keep our workplace safe. If you have any questions or concerns, feel free to reach out to HR.

Thank you for your cooperation and dedication to maintaining a safe working environment.

Best regards,

[Your Name]

[Your Position]