

Dear Team,

As part of our ongoing commitment to ensuring a safe and healthy work environment, we are implementing enhancements to our office health protocols. These changes are in response to feedback from our employees and the latest public health guidelines.

New Health Protocols:

- Mandatory face masks in common areas.
- Regular sanitization of high-touch surfaces.
- Implementation of social distancing measures in all workspaces.
- Daily health assessments for all employees before entering the office.
- Flexible remote work options for employees showing symptoms or who have been exposed to illness.

We believe these measures will help us cultivate a safe workplace for everyone. Your health and safety are our top priorities. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your cooperation.

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