

Notification of Revised Office Safety Protocols

Date: [Insert Date]

To: All Staff

From: [Your Name/Your Position]

Subject: Important Updates to Office Safety Protocols

Dear Team,

We are committed to maintaining a safe and healthy work environment for all employees. As part of this commitment, we have revised our office safety protocols to ensure alignment with the latest health guidelines and best practices.

The key changes to the safety protocols are as follows:

- Mandatory wearing of face masks in common areas.
- Increased frequency of sanitization of high-touch surfaces.
- Implementation of a health screening process at the entrance.
- Updated procedures for reporting any COVID-19 symptoms or exposure.

We encourage all employees to familiarize themselves with the updated safety protocols, which are attached to this email. Following these guidelines is essential in ensuring the health and safety of our entire team.

If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your cooperation and commitment to a safer workplace.

Best regards,

[Your Name]

[Your Position]

[Company Name]