

Important Update: Safety Protocol Adjustments

Date: [Insert Date]

To: All Staff

From: [Your Name / Your Position]

Subject: Adjustments to Safety Protocols

Dear Team,

In light of recent developments and following our commitment to maintaining a safe and healthy work environment, we are implementing several adjustments to our safety protocols, effective [Insert Effective Date].

The following changes will take place:

- All employees are required to wear masks while in communal areas.
- Hand sanitizers will be placed at key locations throughout the office.
- Regular temperature checks will be conducted at the entrance.
- Social distancing guidelines must be observed in all meetings and common areas.

We appreciate your cooperation and understanding as we prioritize the health and safety of our team. If you have any questions or concerns regarding these changes, please do not hesitate to reach out.

Thank you for your attention and commitment to keeping our workplace safe.

Sincerely,

[Your Name]
[Your Position]