

Safety Protocol Updates for Staff

Date: [Insert Date]

Dear Team,

We hope this message finds you well. As part of our commitment to ensuring a safe workplace, we are implementing updates to our safety protocols.

Updated Safety Protocols:

- Mandatory mask-wearing in shared spaces.
- Increased frequency of cleaning and sanitization.
- Social distancing measures to be maintained in all areas.
- Daily health screenings upon entering the premises.
- Remote work options available for eligible staff.

Please familiarize yourself with these updates and incorporate them into your daily routine. Your safety and well-being are our top priorities.

If you have any questions or concerns, do not hesitate to reach out to your supervisor or the HR department.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Company Name]