

# Revised Health and Safety Measures

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Title]

Subject: Updated Health and Safety Protocols

Dear Team,

In response to the ongoing developments regarding health and safety, we have revised our protocols to ensure the well-being of all employees. Please find below the updated measures that will take effect immediately:

- Mandatory wearing of masks in all common areas.
- Daily health checks upon entry to the workplace.
- Increased sanitation of shared equipment and spaces.
- Implementation of social distancing guidelines.
- Remote work options for eligible positions.

We appreciate your cooperation and commitment to maintaining a safe working environment. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to these important updates.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]