

Office Reopening Guidelines

Dear Team,

We are excited to announce the reopening of our office on **[Insert Date]**. As we navigate this transition, the health and safety of our employees remain our top priority. Please read through the guidelines outlined below:

Health & Safety Measures

- Face masks are required until further notice.
- Daily health screenings will be conducted at the entrance.
- Hand sanitizing stations will be available throughout the office.

Workplace Protocols

- Maintain social distancing of at least 6 feet.
- Limit in-person meetings and utilize virtual tools whenever possible.
- Shared spaces will be cleaned and sanitized multiple times a day.

Flexible Work Arrangements

We understand that everyone may not be ready to return. Therefore, we will continue to support flexible work arrangements. Please communicate with your manager about your preferences.

Thank you for your cooperation as we work towards a safer workplace for all. If you have any questions, feel free to reach out to HR.

Best Regards,

[Your Name]
[Your Position]
[Company Name]