

# Office Safety and Health Measures

Date: [Insert Date]

To: All Employees

From: [Your Name/Your Position]

Subject: Implementation of Office Safety and Health Measures

Dear Team,

As we continue to prioritize the health and safety of our employees, we are implementing the following measures in our office:

- Regular sanitization of shared spaces and common equipment.
- Mandatory use of face masks in common areas.
- Social distancing protocols to be observed throughout the office.
- Encouragement of frequent handwashing and use of hand sanitizers.
- Health screenings at the entrance.

Please take these measures seriously and adhere to the guidelines. Your cooperation is vital in ensuring a safe working environment for everyone.

If you have any questions or concerns, feel free to reach out.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]