

# Internal Communication Update: Safety Protocols

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Update on Safety Protocols

Dear Team,

In light of recent developments and feedback regarding our safety protocols, we would like to provide you with an important update. The health and safety of our employees remain our top priority, and we are committed to ensuring a safe working environment for everyone.

## Updated Safety Protocols:

- Mandatory wearing of face masks in all common areas.
- Regular sanitation of workspaces will occur twice daily.
- Ensure social distancing of at least 6 feet where possible.
- Temperature checks will be conducted at the entrance daily.
- All employees must report any symptoms or exposure to HR immediately.

We encourage everyone to remain vigilant and adhere to these protocols. Your cooperation is essential in helping us maintain a safe workplace for all.

If you have any questions or need further information, please feel free to reach out to your supervisor or HR.

Thank you for your attention to this important matter.

Best Regards,  
[Your Name]  
[Your Job Title]