

Health and Safety Guidelines during the Pandemic

Date: [Insert Date]

To: [Employee/Staff Name]

From: [Your Company/Organization Name]

Dear [Employee/Staff Name],

As we continue to navigate the challenges posed by the ongoing pandemic, the health and safety of our employees remain our top priority. In line with guidelines from health authorities, we are implementing the following measures:

1. All employees are required to wear face masks while on company premises.
2. Regular hand sanitizing stations will be set up throughout the workplace.
3. Social distancing of at least 6 feet must be maintained at all times.
4. Employees exhibiting symptoms of illness must stay home and seek medical advice.
5. Frequent cleaning and disinfecting of common areas will be carried out daily.

Please take these guidelines seriously and adhere to them to ensure our collective safety. We appreciate your understanding and cooperation during this time.

If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]