

Facility Sanitation Protocol Announcement

Dear Employees,

We want to inform you about the updated sanitation protocols that will be implemented in our facility to ensure your health and safety. Effective immediately, the following measures will be put in place:

- Regular cleaning and disinfecting of high-touch surfaces.
- Provision of hand sanitizers at key locations.
- Daily health screenings for all employees entering the facility.
- Mandatory use of face masks in shared spaces.
- Enhanced ventilation in all areas of the building.

Your cooperation is crucial in maintaining a safe work environment. If you have any questions or concerns regarding these protocols, please reach out to your supervisor or the HR department.

Thank you for your attention and commitment to our health and safety practices.

Sincerely,

[Your Name]

[Your Position]

[Company Name]