

Dear [Employee/Team Name],

We hope this message finds you well. As part of our commitment to ensuring a safe and healthy workplace, we are implementing health screening protocols for all employees in line with our workplace health initiatives.

Health Screening Protocols

- All employees will undergo a health screening upon entry to the workplace.
- Screenings will include temperature checks and a brief questionnaire regarding any COVID-19 symptoms or exposure.
- Employees who exhibit any symptoms will be instructed to seek medical attention and may not enter the workplace.
- Regular health screenings will take place on a weekly basis.
- Confidentiality of health information will be maintained at all times.

Next Steps

Please be prepared for your initial screening on [insert date]. If you have any questions or concerns regarding the health screening process, do not hesitate to reach out.

Thank you for your cooperation as we strive to maintain a healthy and safe environment for everyone.

Sincerely,
[Your Name]
[Your Title]
[Company Name]