

# Enhanced Safety Protocol Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing commitment to ensure the safety and well-being of our employees and stakeholders, we are implementing enhanced safety protocols in response to [specific reason, e.g., ongoing health concerns, recent incident, etc.].

## New Safety Protocols

- Daily health screenings for all employees
- Mandatory face coverings in all common areas
- Increased sanitation of high-touch surfaces
- Social distancing measures in the workplace
- Virtual meetings encouraged whenever possible

We appreciate your cooperation and understanding as we adjust our procedures to promote a safer environment. Please feel free to reach out with any questions or concerns regarding these protocols.

Thank you for your commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Company Name]