

Important Update on Precautionary Measures

Dear Staff,

We hope this message finds you well. As part of our ongoing commitment to ensuring the safety and well-being of all employees, we are providing an update on the precautionary measures in place.

Effective immediately, the following measures will be implemented:

- Mandatory face coverings in shared spaces.
- Regular sanitization of common areas.
- Encouragement of social distancing of at least 6 feet.
- Daily health screenings for all employees upon entry.
- Remote work options for those feeling unwell or who have been in contact with confirmed cases.

Your cooperation is essential in helping us maintain a safe working environment. If you have any questions or concerns, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]