

Health and Safety Protocols

Date: [Insert Date]

To: All Employees

From: [Your Name/Position]

Dear Team,

As part of our ongoing commitment to ensuring a safe and healthy workplace, we are implementing the following health and safety protocols:

- Mandatory use of personal protective equipment (PPE) in designated areas.
- Regular handwashing and sanitization stations have been set up throughout the premises.
- Maintain a distance of at least [insert distance] feet from others whenever possible.
- Daily health screenings will be conducted for all employees entering the facility.
- Employees are encouraged to report any unsafe conditions to their supervisor immediately.

We appreciate your cooperation in adhering to these protocols to ensure the safety of all employees. Together, we can maintain a productive and healthy working environment.

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

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Position]