

Letters to Employees -
Workplace Mask Policy
【给员工的信 - 工作场所
戴口罩政策】

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[Print on Company's Letterhead]

<<Date>>: 20-10-2020

Dear All Employees of CCS,

Re: Workplace Mask Policy

Our top priority is to ensure the health and safety of our employees and clients. All employees are now required to wear a mask or cloth face-covering that covers his or her mouth and nose at all times* while in the workplace. [Masks will be provided to employees on [x/x/xx]. Depending on the risk status of your role, you will be offered either a N95 respirator mask or a simple cloth face-covering].

When you receive your mask, we'll also provide instructions or training on how to wear, maintain, clean their face coverings, and dispose of it. Should you require a replacement mask, or if you believe the risk status of your role has been categorized incorrectly, please contact <<xxx>> on his/her mobile phone at OXX-888 XXXX (His/her cell phone number).

*Please note the following exceptions:

- Employees who cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability. If this applies to you, please contact HR at OXX-888 YYYY [cell phone number].
- Employees who work on their own in an enclosed space (e.g., their own office) are permitted to remove their mask if they are seated at least 1 metre from the doorway. However, they must wear their mask or face covering at all other times.
- Employees who wish to eat or drink or to take medication, may remove their mask to do so, provided they are situated 1 metre away from others, perform the necessary hand hygiene and replace the mask when they are done.

[Please note: this policy is an addition to our previous communications regarding preventing the spread of COVID-19.]

All company advice on remote work and social distancing remain in place. Please continue to practice social distancing even when wearing a mask.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

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