**Continued COVID-19 Mask-Wearing Requirement**

Date:

To: All employees

From:

Re: Face coverings/masks

On July 27, the CDC updated guidance for fully vaccinated people due to the spread of the COVID-19 Delta variant. It is now recommended that fully vaccinated individuals wear a mask indoors in public in areas of [substantial or high transmission](https://covid.cdc.gov/covid-data-tracker/#county-view).

[Company Name] **will continue to require all employees to wear a mask and maintain a distance of 6 feet while working**. This decision was made [*insert reason here, such as “by our safety committee to preserve our low COVID-19 infection rate for the time being*.”]

Current procedures such as permitting the removal of masks in personal offices or cubicles and capacity restrictions in communal areas will continue.

[*Insert any additional measures for unvaccinated employees such as periodic testing requirements, restricted business travel, etc.*].

Additionally, [Company Name]’s current testing and quarantine requirements for individuals who have been exposed to the virus or are experiencing symptoms of COVID-19 are still in effect for all employees. All policies and guidelines regarding COVID-19 prevention measures can be found *[insert location of information]*.

We will periodically review this practice and keep you informed of any changes. As state and federal authorities release new health and safety guidance and requirements related to the coronavirus pandemic, [Company Name] will continue to update our employees on our related business practices as needed.

Thank you all for respecting work rules and each other as we continue to move through the pandemic. Please contact your manager or HR if you have any questions.