

Company Memorandum

Employee(s)	All Employees
Date	March 15, 2021
Subject	Voluntary COVID Vaccine

The Company is implementing a voluntary vaccination policy for its employees starting March 15, 2021. The Company is required to provide and maintain a workplace free from known hazards, so we recommend employees get vaccinated so that we can minimize the risk of communicable diseases in the workplace. After reviewing recommendations from the Centers for Disease Control and Prevention, we have made this decision. Employees may choose to take the vaccination wherever they choose.

Should you have any questions regarding this new policy, please feel free to speak to your Manager.

Thank you!



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