To: The Staff Members, AK Oil Refinery

From: The Managing Director, AK Oil Refinery

Date: 20th July 20XX

Subject: Warning for not Wearing Facemasks in the Office.

Dear all,

It has been seen that the office workers and all the employees, including very senior officers, are not taking serious note of indicated SOPs to be followed strictly in the premises of the office. During an inspecting visit to the office on 19th July, it was seen that almost every employee was working without having facemasks on their faces. In fact, it was very pathetic to note that the facemasks were lying on the working desks as an unnecessary tool or a piece to decorate the table. Some had put the facemasks on their faces but had slid them to the chin which ultimately was of no use.

The situation of pandemic Covid-19 is worsening day by day not only in the country but in the world as a whole. Every nation has been making serious and exemplary measures to curb the situation and lower the number of ever-rising cases of coronavirus. These measures include wearing facemasks, use of hand sanitizers, washing hands, again and again, avoiding handshakes, and maintaining a minimum distance of six meters.

These SOPs are made to provide the employees with a safe working environment as you are directly linked to your families and it is full of risk on their part as well.

Senior Manager and Assistant Manager have been enquired about the observed nonseriousness, but it has been told that the employees are not taking pandemic seriously and have their personal delineated opinions about everything. Some use the facemasks for the early hours of working and then throw them away feeling it as an irritable covering of the face.

I would like all of you to take note of above mentioned non-serious behaviors and mend your ways keeping in view the SOPs to be indicated in the preceding meeting and enlisted on the notice board at the entrance. Not wearing facemasks can hit you with great penalties which includes heavy fines, pay cuts, and even temporary or permanent suspensions of the employees not wearing facemasks.

The situation would be invigilated not only through surprise inspectorate visits but also through the held CCTVs. I hope you will understand the situation and mend your ways according to the list of SOPs also enclosed in this memo.

Thank you

Regards

Signature

Note: No one would be considered exempt from the above warning note if violated.