

Send	Attach	Discard	
To	BHaus327@bhaus.com		
Cc	StantonAM@bhaus.com		
Bcc			
Subject	Uniform Requirement Change		
<p>Dear Burrito Haus Employees:</p> <p>Per CDC guidelines related to Covid-19 exposure, all restaurant workers must now wear protective face masks/shields during shifts while on property.</p> <p>We at The Burrito Haus recognize the financial and time hardships this may present to you. In an effort to maintain a unified presence of our teams at our various locations nationwide, corporate is providing all affiliate locations with custom masks for employees to wear while on shift. The masks will arrive at the end of this week, and they will be distributed via express mail to your home addresses listed on file.</p> <p>If you have any questions or concerns about the use of face masks before we reopen to the public in two weeks, please contact your supervisor.</p> <p>Thank you for your time,</p> <p>Jennifer Stanton  -----  Assistant Manager  The Burrito Haus  Location #327  (979) 123-4567  College Station, TX 77840</p>			
Send	Discard		

**Figure 15.1.** Sample email.<sup>1</sup>

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<sup>1</sup> James Francis, "Sample Email," 2020. This image is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/).