

Library Safety Protocols Revision

Date: [Insert Date]

To: [Library Staff/Team Name]

From: [Your Name]

Subject: Revision of Library Safety Protocols

Dear Team,

As part of our ongoing commitment to ensure the safety and well-being of all library patrons and staff, we are revising our library safety protocols. The following updates are effective immediately:

- All visitors must wear masks while inside the library.
- Hand sanitizing stations will be available at all entry points.
- Regular cleaning and disinfecting will take place every two hours.
- Social distancing markers will be placed throughout the library.
- Capacity limits will be enforced to ensure a safe environment.

We encourage everyone to familiarize themselves with these updated protocols and integrate them into your daily routines. Your cooperation is essential in maintaining a safe space for everyone.

If you have any questions or suggestions regarding the safety protocols, please feel free to reach out to me.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Library Name]