

Infection Control Guidelines for Gatherings

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Infection Control Guidelines for Upcoming Gathering

Dear [Recipient's Name],

As we prepare for the upcoming gathering on [Insert Date and Time], we want to ensure the safety and health of all participants. Below are the infection control guidelines we kindly ask everyone to follow:

Guidelines

- Maintain a minimum distance of [Insert Distance] feet from other participants.
- Wear face masks when social distancing cannot be maintained.
- Utilize hand sanitizers provided at various locations.
- Monitor your health and do not attend if you are feeling unwell.
- Avoid sharing personal items, including drinks and utensils.
- Respect any additional venue-specific health protocols.

Your cooperation is essential in making this gathering safe and enjoyable for everyone involved. If you have any questions or need further information, please feel free to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]