

Sanitation Measures for Gatherings

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you about the upcoming gathering scheduled for [Insert Date and Time] at [Insert Location]. Ensuring the health and safety of all attendees is our top priority. As such, we have implemented several sanitation measures that will be in place during the event.

Sanitation Measures

- Hand sanitizing stations will be available at multiple locations.
- All attendees will be required to wear face masks unless eating or drinking.
- High-touch surfaces will be cleaned and disinfected regularly throughout the event.
- Social distancing guidelines will be encouraged, with signage posted to remind attendees.
- Clear protocols will be in place for anyone presenting symptoms of illness.

We appreciate your cooperation and understanding as we work to make this gathering safe and enjoyable for everyone. If you have any questions or concerns, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]