

Pandemic Response Safety Protocol

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Organization]

Subject: Implementation of Pandemic Response Safety Protocols

Dear [Recipient Name],

In light of the ongoing pandemic and our commitment to ensuring the health and safety of our community, we are implementing the following safety protocols effective immediately:

- Mandatory face coverings in all public spaces.
- Social distancing of at least 6 feet.
- Regular hand sanitizing stations placed throughout the facility.
- Health screenings upon entry, including temperature checks.
- Limited occupancy in shared spaces.

We appreciate your cooperation in adhering to these protocols as we strive to maintain a safe environment for all. Please feel free to reach out with any questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]