

Health and Safety Protocols for Corporate Gatherings

Date: [Insert Date]

Dear Team,

As we plan for our upcoming corporate gathering, the health and safety of our employees and guests remain our top priority. In light of current health guidelines, please review the following protocols that will be implemented during the event:

Pre-Event Guidelines

- All attendees must complete a health screening questionnaire prior to the event.
- Guests are encouraged to stay home if they are feeling unwell or have recently been in contact with someone diagnosed with COVID-19.
- Reservations for the event will be limited to ensure adequate spacing.

On-Site Safety Measures

- Face masks are required in all indoor spaces.
- Hand sanitizing stations will be available at key locations.
- Social distancing will be enforced; seating arrangements will be spaced appropriately.
- Ventilation systems will be improved to ensure a safe environment.

Post-Event Protocols

- We encourage all participants to monitor their health for symptoms in the days following the event.
- If any attendee tests positive for COVID-19 after the event, please notify HR immediately.

We appreciate your cooperation and commitment to making this gathering enjoyable and safe for everyone involved. Should you have any questions or concerns regarding these protocols, please do not hesitate to reach out.

Thank you,

[Your Name]

[Your Position]

[Company Name]