

Safety Protocols for the Classroom

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Implementation of Safety Protocols in Class

Dear [Insert Recipient's Name],

As we continue to prioritize the health and safety of our students and staff, I would like to outline the safety protocols that will be implemented in our classrooms.

- **Mandatory Masks:** All students and staff are required to wear masks at all times while indoors.
- **Social Distancing:** Desks will be arranged to maintain a distance of at least 6 feet apart.
- **Hand Hygiene:** Hand sanitizers will be provided at the entrance of each classroom; students are encouraged to use them frequently.
- **Health Screening:** Daily health checks will be performed before students enter the classroom.
- **Ventilation:** Classrooms will be regularly ventilated to ensure fresh air circulation.

We appreciate your cooperation and commitment to ensuring a safe learning environment. Should you have any questions or concerns, please feel free to reach out.

Thank you for your support!

Sincerely,

[Insert Your Name]

[Insert Your Position]