

# Safety Practices for Local Gatherings

Date: [Insert Date]

Dear [Insert Recipient's Name],

As we prepare for the upcoming local gathering, we want to ensure the safety and well-being of all participants. Please find below the essential safety practices that we kindly request everyone to follow:

- Maintain social distancing by keeping a minimum of 6 feet apart.
- Wear masks at all times, especially when indoors or when social distancing is not possible.
- Provide hand sanitizers at various locations throughout the venue.
- Encourage attendees to stay home if they feel unwell or exhibit any symptoms of illness.
- Limit the number of participants to ensure adequate spacing.
- Regularly clean and disinfect high-touch surfaces.

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

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]