

Dear Surgical Departments Staff,

We are pleased to announce enhancements to our hospital visitor policy aimed at ensuring the safety and well-being of our patients and staff in the surgical departments. Effective [insert date], the following changes will take effect:

- **Visitor Limit:** Each patient may have up to two designated visitors during their hospital stay.
- **Visiting Hours:** Updated visiting hours will be from 10:00 AM to 8:00 PM to allow for adequate rest and recovery for our patients.
- **Health Screening:** All visitors will undergo a brief health screening before entering the surgical areas.
- **Mask Mandate:** Face masks will be required for all visitors while in the surgical departments to promote a safe environment.
- **Virtual Visit Options:** For those unable to visit in person, we encourage the use of our virtual visit options.

We appreciate your cooperation in helping us maintain these standards for a safe and supportive healing environment. Thank you for your continued dedication to our patients.

Sincerely,
[Your Name]
[Your Title]
[Hospital Name]