

Travel Safety and Compliance Measures

Date: [Insert Date]

To: [Board Member Name]

From: [Your Name]

Subject: Travel Safety and Compliance Measures for Upcoming Board Meeting

Dear [Board Member Name],

As we prepare for our upcoming board meeting scheduled for [insert date], it is imperative to ensure the safety and well-being of all attendees during their travel. Below are the key safety and compliance measures that we will be implementing:

- **Health Guidelines:** All participants are required to comply with the current health guidelines, including wearing masks and maintaining social distancing.
- **Travel Restrictions:** We will monitor any travel restrictions or advisories in place for the proposed travel destinations.
- **Transportation Arrangements:** Arrangements will be made to utilize sanitized transportation options to and from the meeting venue.
- **Emergency Contact:** An emergency contact list will be provided to all attendees prior to travel.
- **Insurance Information:** Ensure that all board members have appropriate travel insurance that covers health and safety issues.

We appreciate your understanding and cooperation in adhering to these measures to ensure a safe and productive meeting. Please feel free to reach out if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]