

Emergency Health Guidelines for Board Assemblies

Date: [Insert Date]

To: [Board Members/Recipients]

From: [Your Name/Your Position]

Subject: Emergency Health Guidelines for Upcoming Board Assembly

Dear Board Members,

In light of the recent health concerns, we are implementing the following emergency guidelines for our upcoming board assembly scheduled on [Insert Date]. Please review and adhere to the following protocols:

- All participants must wear masks throughout the meeting.
- Temperature checks will be conducted upon entry.
- Maintain a minimum distance of six feet from others.
- Hand sanitizers will be available at various locations.
- Attendees exhibiting symptoms related to illness should refrain from attending.
- Remote participation options will be provided for those unable to attend in person.

Your safety and health are our top priority. We appreciate your cooperation and understanding in this matter.

Warm regards,

[Your Name]

[Your Position]

[Your Contact Information]